

District Manager

Final Filing Date: Open Until Filled. Position Start Date January 1, 2023.

Application Process:

Interested individuals may submit a letter of interest along with a detailed resume of qualifications addressed to the President of the Board of Trustees at:

Consolidated Mosquito Abatement District
Attn: District Manager Application
P.O. Box 784
Parlier, CA 93648

Or

Submit by email to Office Administrator at kcox@mosquitobuzz.net .
Please attach the application materials as a Word or PDF file with the classification title District Manager in the subject title. E-mailed applications are not considered received until opened by District staff.

Please Note:

It is recommended that Applicants submit their application material to the District as soon as possible. Applications will be reviewed periodically, and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description:

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT DISTRICT MANAGER

Position Definition, Description and Characteristics:

Under authority vested by the Board of Trustees and derived from legislation, the District Manager is the chief administrative, operational, and financial officer of the District. As such, this position plans, organizes and directs the overall operations and works of the District, provides day-to-day leadership and does related work as required and necessary. While maintaining overall control and authority, the District Manager exercises discretionary delegation of authority by assigning daily program implementation and personnel supervision responsibilities to subordinate employees when possible. In addition to organizing the operational program for the present and immediate future, the position provides planning to

prepare the District to adjust and modify its operations to respond to and to meet changing issues and trends. The District Manager is an at-will employee and is hired and employed at the collective will of the Board of Trustees. The position constitutes an exempt employee under the Fair Labor Standards Act who is subject to 24-hour call.

Duties and Responsibilities:

Board Relations: Acts for the Board; reports directly to the Board on District matters; presents reports and recommendations to the Board; assists the Board in determination of general policy; prepares correspondence for the Board; prepares agendas for Board regular and special meetings; and oversees the preparation of such documents as lists of warrants and checks, financial reports, resolutions, minutes and other reports and documentation.

Budgeting and Accounting: Prepares and administers the annual budget, including analysis and justifications, and presents it to the Board for consideration and approval; is responsible for the establishment and maintenance of an accounting system; maintains budgetary controls over expenditures; insures that effective and lawful use is made of District property; directs the keeping of records of operations; and expends funds and accounts for expenditures in program areas, in capital outlays and on preventative maintenance of facilities and equipment.

Policies, District Organization and Employee Relations: Determines and develops personnel and operating policies; defines the organizational structure, assignments of functions and duties and lines of authority necessary to carry out the District's purpose; recruits, selects, assigns, instructs, trains, evaluates work and disciplines personnel, and takes appropriate action necessary to maintain an effective workforce; and recommends salary structure and working conditions.

District Functions and Operations: Develops, implements and evaluates overall program and departmental operations based upon a scientific integrated mosquito management approach; confers with personnel regarding progress and problems and provides consultation and assistance; coordinates work of the various functional units; provides for continuing and periodic surveys and performance of technical and scientific studies and research to develop effective vector and vector-

borne disease control, including collaborations with academic researchers and industry partners; uses current information, trends, forecasts, projections and scientific data to update and modify programs; secures legal assistance and retains consultants for projects as necessary or directed; and ensures compliance with laws and regulations.

Public, Community and Governmental Relations: Plans, develops and directs programs for public awareness and information and community education; writes articles and news releases; provides interviews for radio, television and print media; attends and addresses

community meetings; assists schools in educational programs related to vector control; communicates with property owners and residents; meets with local, state and federal government officials and their staffs to address vector control issues; and consults and collaborates with regulatory agencies, county and state public health departments, universities and other public and private resource organizations.

Professional Development: Keeps informed of developments in vector control and related fields on a local, national and global scale; reads professional literature; participates in professional and scientific associations and organizations; attends meetings and conferences and participates in symposia, workshops and other forums and gives presentations of scientific and technical information; attends lectures, courses and classes to maintain professional skills; and attends appropriate workshops or other forums to develop and maintain management skills.

Other Duties: The Board of Trustees may require the performance of other duties or responsibilities as directed or necessary.

Position Requirements:

The educational requirements for position are as follows:

Doctorate degree or Master's degree in medical entomology, biological science or related field;
or

Doctorate degree or Master's degree in business administration or other applicable field and a Bachelor's degree in biological science or related field; or
a combination of education and additional experience.

Degrees must be from an accredited educational institution.

Applicant must possess and demonstrate the experience, competence, ability, and mental and physical capability to accomplish and perform the functions, tasks and work involved in the position definition, description, characteristics, duties and responsibilities.

Certificates and Licenses:

The applicant must possess a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the District's insurance provider. Must be able to obtain and maintain Vector Control Technician – Mosquitoes certification from the State of California Department of Public Health.

Essential Functions:

The physical demands and work environment characteristics described here are representative of those that must be met or would be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this position, the employee is regularly required to sit; to use hands to finger, handle, or feel; to reach with hands and arms; to talk and to hear. The employee is frequently required to stand and to walk; and occasionally required to climb, balance, stoop or kneel. The employee must frequently lift and/or move objects up to 25 pounds in weight and occasionally to lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus. The employee is responsible for maintaining a state of physical condition that will not prevent the performance of duties or that will increase the danger or likelihood of injury on the job.

Work environment: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. The employee is occasionally exposed to high, precarious places such as step stools or ladders; to fumes, airborne particles, caustic or toxic chemicals and pesticides; to biting insects; and to verbally abusive behavior from hostile individuals. Employee may be required to drive and/or travel long distances.

Compensation and Benefits:

The starting salary for this position is contingent on experience and qualifications.

The following benefits are provided as part of the regular employee compensation package and as defined and implemented in the District's policies: paid sick leave, vacation leave and holidays; group health insurance covering employee, spouse and qualified dependents; and participation in a retirement plan through contract with the California Public Employee Retirement System (CalPERS).

Group health insurance includes accident, health, dental and vision insurance to cover non-occupational injuries and illness and shall be provided by the District to cover regular and probationary employee and qualified dependents. The scope of coverage and the payment of premiums are subject to periodic review by the Board.

Workers' compensation is provided, and employees are protected under the Workers Compensation Laws of California. The District and employees participate in both the Social Security and Medicare portions of the Federal Insurance Contributions Act (FICA).