

Job Announcement

Position:	Assistant Manager
Filing Period:	Continuous until filled.
Salary Range:	Annual Salary \$114,864-123,264 (\$4,786-\$5,1536 Bi-Weekly).
Benefits:	Full benefits package (defined contribution retirement, medical, dental, vision, vacation, sick leave, holidays, etc.).
Probation:	Position is subject to a one-year probationary period.
Status:	Regular full time.
Location:	Consolidated Mosquito Abatement District 13151 E. Industrial Drive, Parlier, CA 93648



Position Description:

Under the direction of the District Manager, the Assistant Manager plans, implements and administers District programs and elements, and directs and supervises District personnel. The position has management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction on specific issues. The Assistant Manager performs higher level essential tasks as necessary to maintain operations in the absence of the Manager. The incumbent is expected to use good judgment to defer appropriate matters to the personal attention of the Manager.

Minimum Qualifications:

- **Education and Experience:** Graduation from an accredited college or university with a Bachelor's Degree or higher degree in biology or related scientific field, and with coursework in entomology.
- **Licenses, Certifications, Examinations:** Applicant must have a valid California Driver's License, have and maintain a good driving record and be insurable under the District's insurance carrier.
- Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the California State Department of Public Health.
- Applicant must successfully complete a pre-placement physical examination, respirator training, drug screen and background check.

Applications:

Interested individuals must submit a cover letter and current resume to the District via postage mail to Consolidated Mosquito Abatement District P.O. Box 784, Parlier Ca, 93648 or e-mail to jholeman@mosquitobuzz.net.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**ASSISTANT MANAGER****Position Definition, Description and Characteristics:**

Under the direction of the District Manager, the Assistant Manager plans, implements and administers District programs and elements, and directs and supervises District personnel. The position has management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction on specific issues. The Assistant Manager performs higher level essential tasks as necessary to maintain operations in the absence of the Manager. The incumbent is expected to use good judgement to defer appropriate matters to the personal attention of the Manager. The Assistant Manager position includes the same rights, benefits and obligations as other District employees. The position constitutes a confidential employee and is an exempt employee under the Fair Labor Standards Act.

Example of Duties:

- Plans, implements, administers and evaluates the various elements, functions and programs of the District, including mosquito and mosquito-borne disease surveillance and mosquito and vector control;
- Plans and directs the recruitment, selection and training of District personnel, and ensures all personnel are informed of District policies;
- Supervises and directly evaluates the responsibilities, daily activities and work performance of personnel;
- Conducts and reviews performance evaluations and recommends and implements discipline when appropriate;
- Assists in planning and purchase of vehicles, equipment and supplies, in maintenance of facilities, and in working with vendors and contractors;
- Assists in purchase of pesticides, provides guidance and keeps records of pesticide use, assists with proper application and rates, evaluates pesticide efficacy, ensures application equipment has been properly calibrated, directs the monitoring and management of pesticide resistance and recommends changes in control measures as indicated;
- Assists with the District's source reduction and legal abatement programs;
- Investigates and resolves public complaints arising from District activities;
- Plans and implements scientific investigative studies and analyses, and collaborates with University faculty and researchers in development and execution of relevant vector research projects and proposals;
- Plans and directs the development and utilization of the District's Geographic Information System (GIS), data collection and data management programs;
- Evaluates the District's information technology needs and provides recommendations on products and services;
- Plans and directs development and management of the District's website;
- Assists the District Manager in preparing and administering the annual budget;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;

- Keeps informed and knowledgeable in scientific and technical arenas and on current developments in mosquito and vector control, and participates and presents reports and research findings at conferences, meetings and training classes as required;
- Performs other duties and responsibilities as necessary and performs higher level essential tasks as necessary to maintain operations in the absence of the Manager.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's Degree or higher degree in biology or related scientific field, and with coursework in entomology.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License, have and maintain a good driving record and be insurable under the District's insurance carrier.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.

Knowledge of:

- Fundamentals and techniques of employee supervision and training;
- Organization and operation of a mosquito control district, use and application of integrated pest management and elements of vector and vector-borne disease surveillance ;
- Biological, chemical, and physical science principles at a working professional level;
- Research techniques and investigative methods, and scientific data and record keeping;
- Use and operation of Geographic Information System programs and data management; and
- Use and operation of computer hardware and software used in the profession;

Ability to:

- Collect, organize and analyze data to develop logical solutions to problems, identify alternate solutions, and determine consequences of proposed actions and implement recommendations;
- Prepare and implement training programs;
- Establish effective working relationships and communicate with the public, government agencies and coworkers in a tactful and courteous manner, and maintain composure and professionalism in adverse situations;
- Learn and understand pesticides used in mosquito and vector control, including application rates, and safety policies and procedures;
- Learn, understand and apply pertinent federal, State and local laws, rules and regulations related to mosquito and vector control and environmental regulations; and
- Read, understand and interpret District policies, personnel manual, other standard operating guidelines, contracts and literature of the profession.

Essential Functions:

The position of Assistant Manager will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Individual must be able to perform routine work while using required safety equipment, including the use of a respirator.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach and bend, and to walk on uneven terrain. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must regularly lift and move objects up to 10 pounds, frequently lift and move up to 25 pounds and occasionally assist in lifting and moving objects up to 100 pounds.

Working Conditions:

While performing the duties of this position, the individual may be exposed to pesticides, chemicals and other health hazards; inclement weather conditions; and verbal confrontations from members of the public. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.