

Job Description for General Manager of Delta Mosquito and Vector District

POSITION OVERVIEW

Under the authority of the Board of Trustees, the General Manager: plans, organizes, and directs a comprehensive mosquito and vector control program for the Delta Mosquito and Vector Control District; provides policy guidance and program evaluation to the Board and management staff; encourages and facilitates provision of vector surveillance and control services; fosters cooperative working relationships with partner agencies, such as state and local intergovernmental and regulatory agencies and various public and private organizations. The position is regarded as executive and technical in providing the leadership for planning and implementing short- and long-term programs. Work is performed in conformance with established policies and regulations and is subject to review by the Board of Trustees and in compliance with the regulations of a California Special District.

DISTINGUISHING CHARACTERISTICS

Must be a dynamic leader with excellent organizational, administrative, and communication skills required to manage a publicly funded special district involving pest management and public health.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Prescribe and implement general rules, regulations, and policies for the Delta Mosquito and Vector Control District.

Subject to Board approval, determine and develop operating policies; define the organizational structure, sections and assignment functions and lines of authority to carry out the District's purpose, including business, technical and scientific, and operating functions. Recommend salary structure and working conditions and maintains an employee relations program; responsible for developing a system to recruit, select, and assign subordinate employees; responsible for a system of planning, directing, and conducting training programs of District personnel; responsible for developing a system to review and evaluate work performance of subordinates.

Build positive and cooperative relationships with staff, encouraging them to continually advance in education, research, and community relations pursuits.

Develops, updates, and manages a comprehensive five-year strategic plan.

Possess excellent oral and written communication and presentation skills. Exceptional leadership skills to coach, inspire, encourage and solicit staff participation.

Evaluate program operations; confers with subordinate supervisors regarding progress and problems, provides consultation and assistance as required, and coordinates work of the various functional units.

Direct special studies as required in problem areas; direct the conduct of technical efforts to develop effective mosquito control in the District; and plan and modify programs as needed.

Prepare and administer annual budget, including analysis and justifications and present it for review and approval by the Board of Trustees; is responsible for the establishment and maintenance of an accounting system that maintains budgetary controls over expenditures; responsible for effective use of District property and documentation of all operations, maintenance of facilities/equipment, expenditures, and reviews record and takes appropriate actions when needed.

Confer with attorneys and secures legal assistance as needed; prepare documentation of evidence(s) on public nuisances for action by the Board of Trustees and/or the District's attorney.

Plan and develop a program of public community education and outreach; develop a system of providing appropriate information for release via social media and to the news media including television, newspaper, and magazine.

Keeps informed of latest technical and associated developments in mosquito/vector control and related fields; consults regularly with California Department of Public Health, California Environmental Protection Agency departments, and University of California; regularly reviews the professional literature and participates actively in the programs of professional societies and associates.

MINIMUM QUALIFICATIONS

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- Associate degree from an accredited college or university.
- Bachelor's or advanced degree from an accredited college or university; and
- Ten years of experience in mosquito control or other related field; including three years of responsible supervisory work.

Licenses or Certifications:

- Must have a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the insurance provider.

EMPLOYMENT STANDARDS

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education, and training, and are necessary to successfully perform the tasks and duties listed within the Examples of Important and Essential Duties.

Knowledge:

- Standard administrative practices, principles of organization and personnel management; promote programs to advance and benefit human and animal health, and contributing to the development of effective mosquito and vector control programs;

- Federal, State, and local governmental laws, codes, rules, and regulations relative to mosquito and vector control;
- Modern office and financial accounting practices and procedures;
- Computer software applications and programs including word processing, databases, spreadsheets, e-mail, and internet.

Ability to:

- Effectively communicate both orally and in writing with the Board of Trustees, public and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with appropriate governmental agencies, private organizations, and the general public;
- Read and understand District policies, personnel manual, and other standard operating guidelines.

Physical Demands:

The position of General Manager will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Outdoor physical work includes, but is not limited to, set-up, clean-up, and participation at special events and educational presentations. The General Manager will be able to perform the following essential duties and functions of the position regularly sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; periodically pushing, pulling or lifting up to twenty (20) pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving.

Fair Labor Standards Act Overtime: Exempt, receives no overtime compensation.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

This Position will be open until February 9th, 2024, at 4:00PM PST

Delta Mosquito and Vector Control District
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GENERAL MANAGER – SALARY AND BENEFITS
DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

- Salary: Subject to negotiation, based on qualifications.
- Retirement: 2% @ 62 CalPERS plus Social Security.
- Medical: The District currently pays for medical coverage for the entire family. Currently the coverage is under the CalPERS Health Insurance Program.
- Dental: District currently pays for medical coverage for the entire family. Currently the coverage is under Delta Dental.
- Vision: District currently pays for medical coverage for the entire family. Currently the coverage is under Vision Service Plan (VSP).
- Life: \$10,000 life policy for member.

Short and Long term disability policy for member fully paid by district.

Long Term Care Program, CalPERS sponsored program available at member expense.

457 Deferred Compensation Program, available through the ICMA retirement corporation at member expense.

Paid Vacation: 1.00 days per month, 12 days / yr during first 5 years;
1.25 days per month, 15 days/ yr during years 6 – 10;
1.50 days per month, 18 days/ yr during years 11 – 15;
1.75 days per month, 21 days/ yr for years 16 and beyond.

Paid Sick Leave: 1 day per month, 12 days/ yr no limit.
Converts to time in service at retirement at rate of .004 for each day accrued (250 days = 1 year of service).

Paid Holidays: New Years, Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve afternoon, Christmas Day, Workweek between Christmas Day and New Years Day. Two floating Holidays added to vacation total on January 1st of each year.

Work Hours: 7:30 am – 4:00 pm, Monday through Friday. (Summer hours may entail 6:00 am start time between Memorial Day and Labor Day at Management's discretion).