Keeping abreast of emerging and evolving research on newly developed pesticides and methods of control for mosquitoes and other vectors;

Monitor the distribution of vector-borne diseases in nature and prevent the occurrence of human cases among District residents;

Enhance surveillance for adult mosquitoes in order to uncover new sites of larval development;

Increase public awareness of District services with an expanding educational program;

Promote employee professional development, enhance personal productivity and work satisfaction, and ensure safe working conditions;

Maintain an up-to-date reference library of mosquito and vector control literature;

Negotiate and work with the various resource agencies to navigate the increasingly difficult permitting arena for spraying activities;

Must be technologically progressive and experienced with implementing software/data management systems; and

Coordinate and share resources with other agencies, in order to maximize the public benefit.

**To Be Considered**

Interested candidates can apply by sending their resume, cover letter, and six (6) professional references to Ralph Andersen & Associates via email to apply@ralphandersen.com. Electronic submittals are preferred.

Candidates are encouraged to apply early in the process for optimal consideration. This position is open until filled; however, the first review of resumes will begin October 27, 2014.

References will not be contacted until mutual interest has been established. Candidates may be asked to complete a series of written responses for further evaluation. Ideally, the selected candidate will join the San Mateo County Mosquito and Vector Control District in January 2015 (or sooner). If you have questions or would like to discuss the opportunity further, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries welcomed.

San Mateo County Mosquito and Vector Control District considers applicants for all positions without regard to race, color, religion, creed, gender, nation origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Education and Experience**

The SMCMVCD Board of Trustees has retained Ralph Andersen & Associates to conduct a regional recruitment effort to attract outstanding candidates for consideration in this position. The Board is particularly interested in candidates that are proactive and entrepreneurial in addressing vital issues that impact public health and welfare. Candidates with experience at the assistant or deputy level will also be considered if the level of responsibility is similar in size and scope to that needed in SMCMVCD.

**Experience:** Requires ten (10) years of field experience in mosquito and/or vector control, or equivalent disciplines, including five (5) years of managerial or administrative experience within a complex organization with a reporting relationship to an elected body or board. Experience with scientific applications in entomology, biology, or a related technical field are desirable.

**Education:** A Bachelor’s degree from an accredited college or university in entomology, biology, ecology, public health, or a related discipline is required. An advanced degree is strongly desired.

A Selection Committee has been designated by the Board of Trustees to work with Ralph Andersen & Associates on all phases of the search effort. The Selection Committee reserves the right to give additional consideration to candidates with an advanced degree and the combination of professional experience that best fits the needs of the District. They are actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience, training, and education.

**The Compensation**

The San Mateo County Mosquito and Vector Control District is offering a competitive salary (DOQ) for the position of District Manager. SMCMVCD offers a comprehensive employment package with a full range of benefits. Specific inquiries regarding salary and benefits can be directed to Ralph Andersen & Associates.
San Mateo County Mosquito and Vector Control District

The Opportunity

The San Mateo County Mosquito and Vector Control District (SMCMVCD) is recruiting regionally for a highly experienced vector control manager to carry out the mission statement and goals for the District. The successful candidate will have a broad background in all aspects of vector control surveillance and programs, and a track record of success in managing a multi-faceted organization. The new District Manager will work closely with the Board of Trustees, staff, and regional and community stakeholders. This senior-level executive will be results-driven, with well-grounded and ethical decision-making abilities, superior interpersonal and communication skills, and outstanding public speaking abilities.

A Great Place to Work and Live

The San Francisco Bay Area, commonly known as the Bay Area, encompasses the major cities and metropolitan areas of San Francisco, Oakland, and San Jose, as well as suburban, urban and rural areas. Home to approximately 7.15 million people, the nine-county Bay Area contains many cities, towns, airports, and regional, state, and national parks. The Bay Area is the second largest in California (after Los Angeles) and the 55th largest urban area in the world.

The Bay Area is renowned for its natural beauty, liberal politics, entrepreneurial spirit, and diversity. The area has high incomes: it includes the five highest California counties by per capita income (San Mateo County is third highest in the State) and two of the top 25 wealthiest counties in the United States. The area’s natural beauty is enhanced by rich commercial, retail and cultural centers. There is an abundance of local, regional, and statewide recreational and cultural activities, with Sacramento, Yosemite National Park, Lake Tahoe, and numerous coastal communities along California’s beautiful shoreline, all within driving distance. In addition to professional ballet, opera, and theater, the Bay Area has outstanding restaurants, museums, healthcare, schools, universities, one of the best zoos in the country, and teams from all professional sports leagues.

The Organization

SMCMVCD is an independent special district with a state-of-the-art laboratory, dedicated to protecting public health by testing and controlling disease vectors, including mosquitoes, ticks, rats, as well as nuisance pests such as nesting yellow jackets and Africanized honey bees.

The Position of District Manager

The District Manager is hired by the Board of Trustees and is responsible to the Board for all matters related to District business or activities subject to local, State, and Federal regulatory statutes. The District Manager’s primary responsibility is to cost-effectively and efficiently direct the functions of District programs, furthering the District’s mission of safeguarding the health and comfort of the citizens of San Mateo County.

Key responsibilities of the District Manager include but are not limited to:

- Advise and consult with the Board of Trustees on recommendations and applications of policy; maintain effective communication between the Board and staff personnel; develop short- and long-range operational programs; and provide other administrative, managerial, and supportive services as needed;
- Manage all aspects of District programs, in accordance with policies and limitation established by the Board of Trustees, subject to local, State, and Federal regulatory statutes;
- Prepare and administer the Board-approved annual budget; maintain accounting system and budgetary controls over expenditures;
- Hiring, directing, and assigning subordinate personnel;
- Review and evaluate work products and take appropriate action to maintain an effective staff;
- Serve as liaison agent for the Board of Trustees with subordinate personnel and other parties; keep apprised of research and developments in vector control; and incorporate, when appropriate, new techniques and practices into the program;
- Provide oral presentations in a public relations capacity;
- Prepare reports necessary to keep the Board of Trustees apprised of administrative and operational activities; and
- Represent the District’s interests in associations and governmental entities that influence developments affecting vector control.

The Ideal Candidate

The District Manager is the chief spokesperson for the District and must have dynamic leadership, interpersonal, and excellent communication skills. Her/She will be chosen upon the basis of their knowledge and experience of vector management programs and demonstrated administrative ability of management, public finance, personnel, and organizational skills. The District Manager must have a verifiable record of success in vector control and administrative acumen, including unquestionable ethics and high standards in the performance of his/her duties.

Additionally the District Manager must be recognized as having the ability to provide the District with the following attributes and abilities:

- Exceptional leadership skills to coach, inspire, encourage, and solicit staff participation;
- An understanding of political interactions and the ability to build strong relationships with a variety of individuals at any level in the organization, community, county, and local agencies;
- The confidence to voice his/her opinions candidly yet, provide all alternatives to the Board of Trustees for its consideration;
- The flexibility and freedom to allow staff to pursue professional ideas and advancements;
- Excellent writing skills, a highly articulate oral communication style, and the ability to clearly explain complex issues to a wide variety of stakeholders; and
- Open, honest, and forthright in all communications.

In summary, the new District Manager must have achieved a notable level of success in a wide variety of complex managerial and technical vector ecology functions and programs.

Challenges and Opportunities

The new District Manager will be confronted with a number of challenges and opportunities that will require an extended learning curve and review of complex policies and procedures. This will require attention to detail, inspired leadership, out-of-the-box thinking, and creative problem solving skills. Among these mission essential challenges and opportunities are:

- Implementing a County-wide larviciding program to control mosquitoes before they emerge as adults;
- Maintain consistency in operational programs to monitor and control mosquito and other vector populations;
- Answer all requests for service from the public within 24 hours.

Mission Statement:

The mission of the San Mateo County Mosquito and Vector Control District is to safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors.

Vision Statement:

“We will be the best mosquito and vector surveillance and control district in our state.”

www.smcmad.org
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Additionally the District Manager must be recognized as having the ability to provide the District with the following attributes and abilities:

- An accessible, proactive, and approachable management style towards the Board of Trustees, staff, and public;
- A strategic outlook and vision towards the future;
- Exceptional planning and budgeting skills;
- Keep the District focused on the principles in the mission, vision, goals, and strategy;
- Encourage cross-functional planning and communications;
- Build a bridge to short-term tactical planning process;
- Encourage the Trustees and District manager to look at planning from a macro perspective;
- Save time, reduce conflict, and increase the power of human creativity;
- A thorough knowledge of administrative and legislative practices;
- A working knowledge of entomology, and the ability to ensure practical and scientific evaluation of the environmental impact created by the District’s operational activities;
- Exceptional leadership skills to coach, inspire, encourage, and solicit staff participation;
- An understanding of political interactions and the ability to build strong relationships with a variety of individuals at any level in the organization, community, and local agencies;
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An exciting career opportunity for

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Member Cities

- Town of Atherton
- City of Belmont
- City of Brisbane
- City of Burlingame
- Town of Colma
- City of Daly City
- City of E. Palo Alto
- City of Foster City
- City of Half Moon Bay
- City of Hillsborough
- City of Menlo Park
- City of Millbrae
- City of Pacifica
- Town of Portola Valley
- City of Redwood City
- City of San Bruno
- City of San Carlos
- City of San Mateo
- San Mateo County
  (at Large)
- City of South San Francisco
- Town of Woodside