



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**FIELD PROGRAM MANAGER**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Agricultural Commissioner  
**LOCATION:** Inyo and Mono Counties  
**SALARY:** Range 72 \$4601 \$4835 \$5071 \$5320 \$5589\*\*  
(The above monthly salary is paid over 26 pay periods annually.)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT WILL BE USED TO FILL FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**ESSENTIAL JOB DUTIES:** Under general direction, plans, organizes, directs, regulates, and reviews the operation of one or more programs; evaluates work and takes appropriate action to maintain an effective working force, assists in the preparation of budgets; makes continuing and periodic surveys and directs the studies of mosquito and invasive plant occurrence and problems; confers with technical and scientific personnel on programs and priorities for mosquito and invasive plant abatement; assigns functions and lines of authority to carry out program's purpose; prepares and presents reports to the governing board and assists in determining and developing operating policy; recruits, selects, and assigns subordinate employees; directs employee training programs; maintains budgetary controls over expenditures; sees that program facilities and equipment are effectively utilized; coordinates program, private parties and public agencies to effect and stimulate projects favorable to the prevention and control of mosquitoes and invasive plants; coordinates the Eastern Sierra Weed Management Area, organizes and operates GIS software and hardware, applies GIS to manipulate data and updates and maintains GIS databases for invasive plant inventory and control projects, vector surveillance operations, vector control operations, mosquito breeding sources, and service requests, plans, develops, and directs a program of public relations and community education; keeps informed of latest developments in mosquito and invasive plant control and related fields, participates in daily field operations as needed.

**Field Ecological Activities:** Conducts studies and surveys of vector and invasive plant population measurement by way of collection, identification, recording, and evaluation of findings; works closely with other state and area agencies on entomological and educational programs; performs disease surveillance operations in the field, develops new surveillance tools for monitoring populations of mosquitoes and other vectors; draft reports, maps, and graphs for surveillance and control operations; coordinates the development and direction of programs to reduce or eliminate environmental factors favorable to mosquito production; performs field identification of mosquitos for Owens Valley Mosquito Abatement Program and other agencies, private and public.

**Other Activities:** Provides scientific consultation to Agricultural Commissioner, Health Officials and Veterinarians on various program operations; review scientific journals, research and technical reports and attends scientific seminars as needed to obtain state-of-the-art information related to vector ecology and invasive plant management. Completes other duties as directed by Agricultural Commissioner.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Bachelor of Science or Bachelor of Arts degree from an accredited college or university, with four years of related experience and one year of supervisory experience.

**Certificates and Licenses:** Must possess a Mosquito Control Technician Certificate issued by the California Department of Health Services. Must possess or obtain within one year of appointment all four Certificates of Competency – Vector Control Technician, issued by the State of California Department of Health Services. Must possess or obtain within 2 years of appointment a Qualified Applicators Certificate issued by the California Department of Pesticide Regulation. All State licenses and certifications must be maintained throughout employment with Inyo County and the Agriculture Department.

**Knowledge and Abilities:** Ability to plan, organize, and direct a program or programs adapted to the needs of the community; coordinate work of various disciplines involved in program operations; speak and write effectively; plan and carry out general survey and scientific studies; establish and maintain effective working relationships with the general public and public agencies; thorough knowledge of administrative practice, principles of organization and fiscal and personnel management, pesticides and their effects and hazards to humans and the environment, programs of irrigation and flood control programs; general knowledge of entomology and botany, engineering, agronomy, and other scientific and technical fields related to mosquito and invasive plant control. Safe and effective use of pesticides and biological control products and the equipment used in their application; safety measures and precautions practiced in daily operations; principles of source reduction and control.

**Physical Demands:** Ability to carry packs and sprayers weighing up to 35 pounds over varied terrain; withstand prolonged exposure to temperatures exceeding 100 degrees; work in densely vegetated, flooded environments that are difficult to traverse; operate various types of equipment that is utilized throughout the course of daily operations.

**Special requirements:** Must possess or obtain by appointment date a valid Class C operator's license issued by the California Department of Motor Vehicles. Position entails driving within Inyo and Mono Counties and also requires travel outside Inyo and Mono Counties. Must be available to work overtime, holidays, and/or on-call hours as necessary. Must successfully complete a pre-employment background investigation.

**APPLICATION:** **THIS RECRUITMENT HAS BEEN EXTENDED AND WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Additionally, the County of Inyo has work sites located in Mono County. Positions are assigned to a work site based upon the needs of the County. All positions are considered Countywide positions. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.