

East Side Mosquito Abatement District

Title of Position: **District Manager**

Pay Range **\$100,000 plus benefits**

Location: City of Modesto

200 Santa Fe Ave. Modesto CA

Background: The District Manager is the chief administrative officer for the District. For more information on the position, see related materials on the District's website.

Applications are available at the District's website: <http://www.eastsidemosquito.com>

Interested applicants must submit application **by March 29, 2019**

East Side Mosquito Abatement District

Attention: Human Resources Practitioners

2000 Santa Fe Avenue

Modesto, CA 95357

Phone: (209) 522-4098

East Side Mosquito Abatement District (ESMAD) is an equal opportunity employer. ESMAD does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, or other protected category under the law.



**EAST SIDE MOSQUITO ABATEMENT DISTRICT
INVITES APPLICATIONS FOR**

DISTRICT MANAGER

This is an “at will” contract position with a salary of **\$100,000 annually** and **additional incentives with full employee benefits.**

***(Applications are available at the District’s website:
<http://www.eastsidemosquito.com>)***

Interested applicants must submit application, resume and cover letter **by March 29, 2019** to:

East Side Mosquito Abatement District
Attention: Human Resources Practitioners
2000 Santa Fe Ave.
Modesto, CA 95357

Phone: (209) 522-4098

POSITION INFORMATION

East Side Mosquito Abatement District is located in Modesto California and was founded in 1939. The District has a comprehensive surveillance program that implements integrated vector management (IPM) strategies in order to reduce mosquito sources and mosquito-borne diseases. East Side Mosquito Abatement works in conjunction with local health agencies as well as the State by monitoring mosquito abundance and mosquito-borne virus activity. The District is also a sustaining member of the Mosquito and Vector Control Association of California (MVCAC) and the American Mosquito Control Association (AMCA). The District services over 540 square miles consisting of the northern portion of Stanislaus County. The cities within our district include Modesto, Empire, Waterford, Knights Ferry, Valley Home, Oakdale, Riverbank, and Salida. The successful candidate will report to the Board of Trustees and is responsible for administering the policies of the Board, managing the day-to-day activities of the District, and adhering to legal requirements affecting the District and its operations. There are currently 18 authorized positions in the budget, which includes 2 supervisors.

TYPICAL TASKS

The District Manager is the chief administrative officer for the District. To the extent authorized by law, plans, directs and coordinates the operation of the District through

subordinate supervisors and staff; plans short and long range goals and objectives for the District; plans, directs, and evaluates the District's mosquito control program and related functions in accordance with the policies of the Board of Trustees subject to State and Federal regulatory statutes; prepares and administers the District's annual budget as directed by the Board, and monitors accounting system and budgetary controls over expenditures and funding sources; directs and reviews the preparation and submission of required financial reports; addresses community and civic groups

POSITION REQUIREMENTS

Education: Bachelor's degree (B.A. or B.S.) from a four-year college or university or equivalent training and experience that would demonstrate possession of the knowledge and abilities listed below:

Knowledge, Skills and Abilities: Through Knowledge of the principles, practices, control, and suppression techniques associated with vector-borne diseases; principals and procedures of conducting vector surveillance and control; Federal and State legislation and regulatory requirements for the control of mosquito impacting the community; principles and practices of management necessary to plan, analyze, develop, direct and evaluate the programs, administrative policies and organizational structures of a mosquito control district; General knowledge of principles, programs and practices of fiscal management, budget administration and control necessary to plan, develop and evaluate program funding requirements and to prepare, present and justify budget requests. Principles of personnel administration and management development including selection, training and supervision of subordinates.

Ability to plan, organize, direct, coordinate and supervise a comprehensive mosquito control program; formulate policy, develop and design program objectives and procedures; formulate, develop and justify agency budget requirements; implement, administer and control the distribution of funds according to approved budget; communicate and interact with personnel at all organizational levels and occasionally function in stressful or confrontation type situations requiring instructing, persuading, negotiating and motivating people; act as liaison to advise and/or resolve differences with public or private agencies, general public, employees or employee representation groups; plan, coordinate and initiate action to implement decisions and/or recommendations; define program areas; develop and evaluate District policy, program's and practices; use principles of reasoning to validate conclusions, define and select alternatives, rationalize and project consequences of decisions; analyze, interpret and apply provisions of complex Federal and/or State legislation and regulations pertinent to the administration of District policies and programs; communicate effectively through oral presentations, written reports, and discussions with County administrative staff, Federal, State and local agencies, various departments, groups and individuals.

Experience

Considerable experience that can be directly related to the above knowledge, skills and abilities.

SPECIAL REQUIREMENTS

California Department of Public Health Certificates in mosquito control and pesticide application within twelve months of hire date, and the ability to maintain such certificates during employment with the District.

Possession of a valid California State Class C driver's license and maintain a good driving record, as required for insurability with SDRMA, using the accepted guidelines of the insurance provider.

PHYSICAL REQUIREMENTS Ability to pass pre-employment physical and drug test; Ability to lift up to 40 pounds; requires adequate vision (which may be corrected) to read, write and work safely; requires adequate hearing (which may be corrected) to hear alarms, horns, use phones and radios.

SELECTION PROCEDURES Applicants who meet the basic requirements and overall experience, knowledge and abilities most closely aligned with the position, based on the submitted application and materials submitted, will be invited to an Oral Panel Interview (Weighted 100%). Such Applicants will be interviewed and rated by a panel of job knowledge experts. Each candidates rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job. The Oral Panel will refer a selected number of the top ranked candidates to the Board of Trustees for interviews on **April 23, 2019**.

The successful candidate, after receiving a conditional job offer, will be subject to employment background review and medical examination.

EQUAL EMPLOYMENT OPPORTUNITY

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DISTRICT MANAGER

Definition

Under direction of the Board of Trustees, to plan, organize, coordinate, and direct the work of the East Side Mosquito Abatement District, and to do other work as required.

Class Characteristics

This is a single position class reporting to the Board of Trustees. The incumbent is responsible for administering the policies of the Board and adheres to legal requirements affecting the District and its operations.

Typical Tasks

To the extent authorized by law, plans, directs and coordinates the operation of the District through subordinate supervisors and staff; plans short and long range goals and objectives for the District; plans, directs, and evaluates the District's mosquito control program and related functions in accordance with the policies of the Board of Trustees subject to State and Federal regulatory statutes; prepares and administers the District's annual budget as directed by the Board, and monitors accounting system and budgetary controls over expenditures and funding sources; directs and reviews the preparation and submission of required financial reports; coordinates salary and benefit negotiations with employees and provides the Board's salary Committee with relevant financial information; interacts with professional consultants and representatives such as attorneys, auditors, human resources professionals and architects; reviews outside contracts for accuracy, intent and compliance; authorizes District payments and signs warrants that conform to the budget approved by the Board of Trustees; reviews, analyzes and interprets legislation and regulations to formulate and implement the efficient administration of the District's programs; represents the District, often serving on committees with local, regional, and State governmental agencies, and the Mosquito and Vector Control Association of California; oversees the District's public relations and communications; oversees risk management, human resources, occupational safety, and insurance matters; attends conferences and professional meetings; addresses community and civic groups

Education:

Bachelor's degree (B.A. or B.S.) from a four-year college or university or equivalent training and experience that would demonstrate possession of of the knowledge and abilities listed below:

Knowledge, Skills and Abilities:

Through Knowledge of the principles, practices, control, and suppression techniques associated with vector-borne diseases; principals and procedures of conducting vector surveillance and control; Federal and State legislation and regulatory requirements for the control of mosquito and other vectors impacting the community; principles and practices of management necessary to plan, analyze, develop, direct and evaluate the programs, administrative policies and organizational structures of a mosquito control district; General Knowledge of principles, programs and practices of fiscal management, budget administration and control necessary to plan, develop and evaluate program funding requirements and to

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Physical Requirements

Ability to pass pre-employment physical and drug test.

Ability to lift up to 40 pounds.

Requires adequate vision (which may be corrected) to read, write and work safely.

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