
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - District Manager
POLICY NUMBER: 6000

6000.1 Nature of Work

6000.1.1 Plans, organizes, and directs the operation of the Butte County Mosquito and Vector Control District, conducts related external work as deemed appropriate by the Board of Trustees, and serves as the primary representative for District participation in regional, state, and federal programs.

6000.1.2 This position is regarded as administrative and technical in providing the leadership for planning and implementing short and long term programs.

6000.1.3 Work is performed in conformance with established policies and regulations and is subject to review by the Board of Trustees.

6000.1.4 In the case where an Assistant Manager is not employed with the District, the District Manager must cover or delegate the illustrative tasks of the Assistant Manager.

6000.1.5 The position of District Manager is considered a "confidential employee." A confidential employee is defined as any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

6000.2 Illustrative Tasks

6000.2.1 Prescribes and implements general rules, regulations, and District policies for the Butte County Mosquito and Vector Control District.

6000.2.2 Subject to Board approval, determines and develops operating policies; defines the organizational structure, divisions, assigned functions and lines of authority to carry out the District's purpose, including business, technical and scientific, and operating functions. Recommends 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.

6000.2.3 Evaluates program operations; confers with subordinate management/supervisors regarding progress and problems and provides consultation and assistance as required; coordinates work of the various functional units.

6000.2.4 Directs special studies as required in problem areas; directs the conduct of technical and scientific research to develop effective vector surveillance and control in the District, plans and modifies programs as indicated.

6000.2.5 Prepares and administers annual fiscal budgets, including analysis and justifications and presents 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 all District records and takes appropriate actions when indicated.

6000.2.6 Confers with attorneys and secures legal assistance as needed; prepares documentation of evidence(s) on public nuisances for action by the Board of Trustees and/or District Attorney's Office.

6000.2.7 Directs programs of public outreach and community education; develops a system of providing appropriate information for release to the news media including television, newspaper, and magazine, assists schools in education programs related to mosquito/vector surveillance and control.

6000.2.8 Keeps informed of the latest technical and associated developments in mosquito/vector surveillance and control and related fields; consults as needed with the California Department of Public Health, California Environmental Protection Agency, California Department of Pesticide Regulation, University of California, California State Water Resources Control Board, Regional Water Quality Control Board, Butte County Agriculture Commissioner's Office, and Butte County Public Health; regularly reviews the professional literature and participates actively in the programs of professional societies and associates.

6000.3 Secondary Illustrative Tasks

6000.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6000.4 Knowledge, Abilities, and Skills

6000.4.1 Thorough knowledge of standard administrative practices, principles of organization and personnel management.

6000.4.2 General knowledge of scientific and technical subject matters applicable to promote programs to advance and benefit human and animal health, and contributing to the development of effective mosquito and vector surveillance and control programs.

6000.4.3 Thorough knowledge of State and local codes and governmental laws and codes, rules, and regulations relative to mosquito and vector control and public agencies.

6000.4.4 Ability to communicate effectively before public groups and prepare reports and correspondence.

6000.4.5 Ability to establish and maintain effective working relationships with appropriate governmental agencies, private organizations, and the general public.

6000.4.6 Knowledge of federal, state, and local laws and regulations pertaining to public agencies, driving, and vector control.

6000.5 Working Conditions

6000.5.1 District Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. District Manager must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6000.6 General Requirements

6000.6.1 The Board of Trustees are charged by law to be responsible for all of the District's programs and all of its activities. Except as provided by separate written contract between the District and the District Manager (contract prevails over policy), the District Manager serves at the pleasure of the Board of Trustees.

6000.6.2 The District Manager is the Executive Officer of the District, and is responsible for keeping the Board of Trustees informed on matters of importance to the District, and to translate Board policy into administrative action. The District Manager represents the Board of Trustees in the daily conduct of District programs.

6000.6.3 The District Manager must possess proven leadership ability, and be qualified by education, training and experience to oversee and be responsible for all District activities and programs. Such as personnel recruitment and supervision, including hiring and firing, budget preparation and expenditure controls, purchasing, maintenance of physical assets and the training and technical aspects of a mosquito control agency.

6000.6.4 Under normal circumstances, the educational/experience requirements will be met by a Master's degree majoring in biological sciences, entomology, management, business, or public administration and 2 years of administrative experience or a Bachelor's degree majoring in biological sciences, entomology, management, business, or public administration and 5 years of administrative experience. The District Manager must be capable of long term planning in order to keep the District program viable and dynamic.

6000.6.5 The District Manager maintains the records of the District, and serves as the acting secretary for the Board of Trustees.

6000.6.6 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6000.6.7 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, or must obtain within 12 months of employment and must be maintained throughout employment for this position.

6000.6.8 Ability to meet any requirement of experience and/or education to obtain any licenses or certifications required by law or regulation, and to retain such license or certification.

6000.6.9 Ability to provide clear verbal communication and be able to hear, read, understand and speak English.

6000.6.10 Ability to instruct, read, and comprehend written and verbal instructions.

6000.6.11 Possess good personal presentation and poise.

6000.6.12 Qualify as a Deputy County Auditor.

6000.6.13 Any person hired in this position must be bondable.

6000.6.14 No outside employment is allowed, if in the Board of Trustees judgment it will conflict with the District Program or reduce a person's ability to satisfactorily perform required duties.

6000.7 Physical Requirements

6000.7.1 The functional requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

6000.8 Post Offer Requirements

6000.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6000.9 Other Information

6000.9.1 Anyone employed as District Manager at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6000.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012
Amended June 2013