



JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

ASSISTANT MANAGER

Final Filing Date: Open Until Filled.

Application Process

Interested individuals may download an application from the District website at www.fightthebite.net/about/district-jobs/. Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento-Yolo Mosquito and Vector Control District
Attn: Assistant Manager
8631 Bond Road
Elk Grove, California 95624
(916)685-1022

Or

Submit by e-mail to Jobs@fightthebite.net. Please attach the application materials as a Word or PDF file with the classification title, Assistant Manager, in the subject line. E-mailed applications are not considered received until opened by District staff.

Please Note: It is recommended that Applicants submit their application materials to the District as soon as possible. Applications will be reviewed periodically and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description

Under direction of the General Manager, this position has both management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction on specific issues. Successful performance requires an in depth understanding of the philosophy of the Board of Trustees and the General Manager on a broad range of matters. Performs higher level essential tasks as necessary to maintain operations in the absence of General Manager. Incumbent is expected to use good judgment to defer appropriate matters to the General Manager for personal attention.

Illustrative Tasks:

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.

Plans, directs and evaluates District and department programs including, but not limited to, the development, maintenance and evaluation of goals, priorities and objectives, policies, guidelines, manuals and operating procedures; assists in the preparation and monitoring of district-wide budget; oversees preparation and monitoring of department operating budgets.

Develops procedures and methods for District Integrated Pest Management and Best Management Practices including, but not limited to, abating and/or mitigating major vector pests; establishes a system of records for operations reporting and analysis.

Coordinates and evaluates vector population studies and surveys with Laboratory personnel; collaborates with District Biologist in the evaluation of the impact and efficacy of, and resistance to control products in laboratory and field settings to improve District operations.

Ensures all personnel are informed of District policies; confers with, advises, and directs District staff regarding policy; monitors and evaluates effectiveness of operations; works with governmental agencies and private organizations to coordinate and facilitate the goals of the District.

Supervises operational and administrative staff including, but not limited to, recruiting, selecting, allocating, training, assigning work, maintaining standards, recommending salary, transfers, and promotions; conducts and reviews performance evaluations at periodic intervals as required; provides feedback and guidance to supervisors and/or managers in addressing personnel issues; acts on employee problems using coaching and counseling techniques; recommends and implements discipline and termination in accordance with established policy when appropriate.

Provides courteous and professional service to the public; ensures staff provides a high degree of service to both internal and external customers; Assists with the more difficult or complex public relations issues encountered through control operations by listening and responding to complaints or problems; investigates and provides accurate, logical assessments and information to the public or management to resolve issues as requested or required.

Reviews and advises on staff reports prepared for presentation to Board of Trustees; presents reports to the Board, mosquito districts, associations, government agencies or officials and community groups with professionalism and poise.

Attends training courses, professional organization meetings, conferences and seminars to maintain skill levels of an ever-changing electronic, data, and information field.

Performs other administrative and/or field work related to mosquito control and surveillance as required; may perform other related, supervisory or higher level essential tasks as necessary to maintain operations in the absence of the General Manager.

May be required to work overtime hours, weekends and holidays.

May be exposed to infectious diseases associated with mosquitoes and other vectors.

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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:

- A Bachelor's degree from an accredited four-year college or university in biological science or closely related field; a major in public or business administration may be substituted with a minor in biological sciences or closely related field; and
- Five (5) years of increasingly responsible supervisory or comparable professional level experience, to include responsibility for coordinating vector ecology, surveillance, and control programs; with experience performing administrative and personnel assignments.

Licenses or Certifications:

- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D; or, must be obtained within two (2) years of employment and maintained throughout employment;
- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Knowledge and Abilities:

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 Illustrative Tasks section of this description.

Knowledge of:

- Biology and entomology including natural history; best practices of integrated pest management, biological control, vector-borne disease control, and vector prevention for water and land use development;
- Principles and practices of management and administration including budget preparation and control, supervision and training;
- Federal, State and local laws and regulations including labor laws and environmental regulations affecting source reduction and mosquito control such as, but not limited to, the California Environmental Quality Act (CEQA), the Endangered Species Act (ESA), the Clean Water Act (CWA), and the National Environmental Policy Act (NEPA);
- Duties, responsibilities, and Mosquito Reducing Best Management Practices of the Sacramento-Yolo Mosquito and Vector Control District.

Ability to:

- Collect, organize, troubleshoot, and analyze data to develop logical solutions to problems and identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;

- Prepare and implement training programs;
- Effectively communicate both orally and in writing with the public, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public; must maintain composure and professionalism in adverse situations;
- Learn and understand pesticides used in mosquito and vector control, including understanding of application rates, safety policies, and procedures regarding the handling of pesticides;
- Learn and understand pertinent federal, state, and local laws and regulations related to mosquito and vector control operations; learn how to apply relevant environmental regulations affecting District operations with the ability to develop workable solutions;
- Read and understand District policies, personnel manual, and other standard operating guidelines; read, interpret, and apply relevant laws, rules, and regulations.

Physical Demands and Working Conditions:

The position of Assistant Manager will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Incumbent may be exposed to pesticides, chemicals, communicable diseases, and other health hazards; inclement weather conditions, and/or verbal confrontations from members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Assistant Manager will need to 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 overhead and twisting to reach equipment surrounding desk; occasional walking, standing, bending, including regular bending at the knees and waist, stooping, and squatting; regularly lift and move up to ten (10) pounds, frequent pushing, pulling or lifting up to twenty-five (25) pounds; and occasionally assist in lifting objects up to one hundred (100) pounds; periodically traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds; periodically climb ladders or other objects; ability to read (with corrective vision if necessary); must be sighted with the ability to demonstrate measurable depth perception; constant use of overall vision; regular computer use; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate small tools and parts; minimum of single ear aided hearing; 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.

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

Frequently = Activity or condition exists more than 75% of the time

Position Status

The vacancy is for a regular full-time position, subject to a one (1) year probationary period.

Examination and Selection Process

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Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview.

Those candidates selected for interviews will receive an invite for an in-person or video/teleconference interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview using an online video/teleconference platform such as Google Meet or Zoom, between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

Medical Testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

Compensation and Benefits

The starting salary for this position is contingent on experience and qualifications.

Group dental, vision, life, long term disability, and optional medical insurance are offered through the District Cafeteria Plan. The District has two different voluntary 457 Deferred Compensation plans. 18 paid days off a year are recognized. 15 days sick leave per year is provided with unlimited accumulation. Upon retirement, unused sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

The District participates in the California Public Employees' Retirement System (CalPERS).

- Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in a defined benefit formula of 2% @ 62. The employee contribution is calculated based on PERS actuarial studies and is set at 7.5% of reportable compensation through FY 20/21.
- Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in the 2.5% @ 55 benefit formula. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).
- The District participates in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, sexual orientation or any other legally protected characteristic.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.