
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Assistant Manager
POLICY NUMBER: 6010

6010.1 Nature of Work

6010.1.1 This position serves as an administrative extension of the District Manager and has both management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction in accordance with his/her interpretation of the position of the District Manager on specific issues. Successful performance requires an in depth understanding of the philosophy of the Board of Trustees and the District Manager on a broad range of matters, to apply said knowledge to a wide range of problem solving, and to act on behalf of the District Manager in the District Manager's absence while using the good judgment to defer appropriate matters to the District Manager for personal attention.

6010.1.2 The position of Assistant 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)).

6010.2 Illustrative Tasks

6010.2.1 Plans, organizes, directs, and coordinates one or more specific vector surveillance and control programs; coordinates and evaluates vector population studies and surveys with Laboratory Entomologists; develops procedures and methods for abating and/or mitigating major vector pests. Develops and establishes a system of records for operations reporting and analysis.

6010.2.2 Assists the District Manager with recruiting, selecting, training, counseling, evaluating, and disciplining personnel. Works with other governmental agencies and private organizations to coordinate and facilitate the goals of the District.

6010.2.3 Assists and advises with budget expenditures; reports mechanical, operational, facility, and personnel issues; provides operational updates; reports any pertinent information to the District Manager.

6010.2.4 Advises and participates in the development and implementation of District goals, objectives, policies and priorities; confers with, advises and directs District staff regarding policy, personnel and operation issues; reviews and advises on staff reports prepared for presentation to the Board of Trustees. Responds to citizen complaints and requests for information when appropriate.

6010.2.5 Is responsible for operations; field inspections and control operations to meet the various needs and situations; assigns appropriate personnel to sections or areas and makes adjustments in assignments as necessary.

6010.2.6 Oversees the application of pesticides and insures such applications and pesticides are applied in accordance with established laws, regulations, methods, and techniques.

6010.2.7 Oversees the mixing of pesticides; provides input in developing field procedures, and provides assistance and consultation in field problems.

6010.2.8 Is responsible for the maintenance of operating records and oversees the upkeep of such records.

6010.2.9 Directs, educates, and supervises crews to eliminate or modify mosquito development sites and works with supervised personnel as needed; assists with implementation of Best Management Practices to Reduce Mosquitoes (BMPs); educates and provides assistance to the operations staff, the general public, and other agencies to understand and implement BMPs.

6010.2.10 Contacts property owners and makes recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.

6010.2.11 Performs, handles, or assists as needed the more difficult public relations problems encountered by the District's field staff.

6010.2.12 Keeps informed of current developments in vector control, reads professional literature, and participates in professional associations; works with other public agencies, private business, and universities if needed and/or requested; attends Board Meetings, training sessions, staff meetings, Regional meetings, and others as need and/or requested.

6010.3 Secondary Illustrative Tasks

6010.3.1 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.

6010.4 Knowledge, Abilities, and Skills

6010.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6010.4.2 Should have knowledge of entomology and mosquito and vector control practices, including natural history and ecology of vectors; pesticides and their application and effects, including hazards to animal and plant life; and vector-borne disease prevention and control methods and techniques.

6010.4.3 Knowledge of labor laws and principles and practices of management and administration and know how to apply them. Knowledge of federal, state, and local laws and regulations pertaining to vector control, organizational structure of state and local governments, federal, state, and local labor laws, and water reclamation and management techniques as they relate to vector control is preferential.

6010.4.4 Knowledge and ability to comprehend and monitor personal computer systems and local area networks. Should have a working knowledge of computer programs such as word

processing, spreadsheets, and database programs. Should have the ability to work with technology consultants regarding electronic systems. Should have a working knowledge of GIS/GPS systems and their applications.

6010.4.5 Ability to understand, follow, and transmit oral and written instructions.

6010.4.6 Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations

6010.4.7 Possess public speaking skills in order to be able to give presentations on the District's control program(s).

6010.4.8 Ability to plan and conduct the District's monthly staff/safety briefings, injury illness prevention program meetings, train new employees on the safe use of pesticides, equipment, calibration and vehicle use and provide training on the District's control program during Regional Continuing Education training programs.

6010.4.9 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6010.4.10 Ability to effectively evaluate the performance of supervised staff, which includes annual performance evaluations; address and correct workplace employee conflicts; conduct workplace wrong doing investigations; implement performance improvement plans; discipline in accordance to District policy, state and federal law; enforce the policies of the District.

6010.5 Working Conditions

6010.5.1 The Assistant Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Assistant Manager must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6010.6 General Requirements

6010.6.1 The Assistant Manager must possess proven leadership ability, and be qualified by education, training and experience to oversee and be responsible for the District operation programs and to serve in the capacity of the District Manager when the District Manager is absent; such as personnel recruitment and supervision, including disciplining, hiring and firing, budget preparation and expenditure controls, purchasing, maintenance of physical assets and the training and technical aspects of a mosquito control agency.

6010.6.2 Under normal circumstances, the educational/experience requirements will be met by a Bachelor's degree from an accredited four-year college or university majoring in biological science, entomology, business, management, or public administration and 3 years of administrative experience. An Associate's degree and 6 years of administrative/supervisory experience with 3 years of experience in vector control may be considered.

6010.6.3 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.

6010.6.4 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.

6010.6.5 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.

6010.6.6 Ability to provide clear verbal communication and be able to hear, read, understand and speak English.

6010.6.7 Ability to instruct and to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6010.6.8 Be willing to learn new and different skills and abilities as required by the District. The Assistant Manager may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6010.6.9 Possess good personal presentation and poise.

6010.6.10 Qualify as a Deputy County Auditor.

6010.6.11 Any person hired in this position must be bondable.

6010.6.12 No outside employment is allowed, if in the District Manager's judgment it will conflict with the District Program or reduce the Assistant Manager's ability to satisfactorily perform required duties.

6010.7 Physical Requirements

6010.7.1 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.

6010.7.2 While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects or tools; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must regularly lift and move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job (which may be corrected) include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

6010.8 Post Offer Requirements

6070.8.1 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.

6010.9 Other Information

6010.9.1 Anyone employed as Assistant Manager at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6010.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012