



# MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

## General Manager Recruitment and Job Description

**The Opportunity.** The Mosquito and Vector Management District of Santa Barbara County is seeking an experienced administrator who can lead the district and advance its mission and goals. The ideal candidate will have a broad background in public agency management with knowledge and experience in budget, public finance, and personnel management. Knowledge of and experience in various aspects of vector control and surveillance is a plus. The successful candidate will have a record of success in managing and leading an organization, business, department, or project; and have experience working with a governing board, unionized staff, regional partners, clients, and community stakeholders. The district desires an executive who is well grounded in management and has superior interpersonal and communication skills.

**The District.** The Mosquito and Vector Management District of Santa Barbara County is an independent special district that was formed in 1936. The district's office is located in Summerland, a small town six miles east of Santa Barbara. The district mainly serves the cities and communities of Santa Barbara, Goleta, Carpinteria, Summerland, Isla Vista, Montecito and Hope Ranch. Limited services are provided to the unincorporated portions of Santa Barbara County north of the Santa Ynez Mountains.

The district is committed to providing effective, efficient, environmentally compatible management of mosquitoes and other public health vectors to prevent their public nuisance and prevent outbreaks of vector-borne diseases. The district has seven full-time employees – 3 administrative and 4 technician positions – and is governed by an eight-member board of trustees. The district's revenue is primarily ad valorem property taxes, benefit assessments, and contract fees for services.

**The General Manager.** The general manager is an "at will" position appointed by and serving at the pleasure of the board of trustees. The general manager is the chief administrative officer who plans, organizes, and directs an independent special district to monitor and control vector-borne diseases by controlling mosquitoes. The general manager is directly, or through delegation, responsible for:

- preparing and administering the district's budget, including analysis and justifications;
- administering financial activities, such as government revenue, accounts receivable and payable, risk management, and payroll;
- performing human resource functions, including hiring, training, evaluations, benefits, discipline, negotiation with the employees' association, and terminations;
- preparing and administering the district board's agenda
- creating, implementing and enforcing district policies;
- ensuring compliance with local, state and federal laws and regulations that govern pesticide use, equal opportunity, harassment prevention, and safe work;
- directing studies of vector occurrences and reporting results and recommendations to the board;
- enforcing the California Health and Safety Code to protect the community from vector issues;
- promoting employee morale, professional development and relations;
- ensuring vector control technician certification requirements are met;
- preparing and monitoring service contracts,
- ensuring the proper use and maintenance of equipment, vehicles, computer systems and facilities,
- conducting public outreach, including maintenance of the district's website;
- staying informed of the latest developments in the vector control field.

**The Ideal Candidate.** The general manager must be both an inspirational leader and an experienced executive. The ideal general manager has:

- a thorough knowledge of independent special district administrative practices, principles of organization, personnel management, and public financial management;
- excellent English written and verbal communication skills;
- appropriate technology (computers and internet) skills;
- general knowledge of entomology, agriculture, or other scientific and technical fields related to effective vector management programs;
- thorough knowledge of local, state, and federal laws governing employment, worker safety, public safety, and environmental protection;

- working knowledge of the role that the local health department, flood control, assessor, tax collector, regulatory agencies, and other public and private organizations have in the activity of an independent special district, and;
- the ability to establish and maintain effective working relationships with staff, the public, the board of trustees, the media, and the various local, state, and federal government officials that interact with the district.

**Education.** A bachelor's degree is a minimum requirement. A master's degree or PhD is a plus. The desirable candidate will have graduated from a college or university with a bachelor's degree in entomology, biology, agriculture, public administration, or related field, or have any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

**Experience.** A minimum of two years of supervisory or management experience is required. Five years experience in entomology, vector management or related field is desired.

**Licensing and Certification.** A current valid driver's license is required. Within the first year of employment the general manager will be required to become certified as a vector control technician in pesticides-category "A" and mosquitoes-category "B". Other arthropods-category "C" and vertebrate vectors-category "D" must be completed within two years of employment.

**Compensation.** Salary range is \$90,000 to \$115,000 per year, commensurate with qualifications and experience. The salary is supplemented with benefits that include a monthly health insurance subsidy currently set at \$1,449, and 2% at age 62 retirement benefits administered by the Santa Barbara County Employees' Retirement System (SBCERS). Employees enjoy eleven days of paid holiday leave. Vacation leave is awarded at rates between 96 hours per year and up to 200 hours (5 weeks) per year, depending on the years of service. An additional 8 hours of vacation leave is awarded annually to full-time employees.

**Great Place to Work and Live.** Nestled on the coast between the Pacific Ocean and the Santa Ynez Mountains in Southern California, Santa Barbara's top rated climate and idyllic setting make Santa Barbara an ideal place to live and work. The greater Santa Barbara area with a population of 220,000 offers big city amenities while still having a small town feel. In addition to Santa Barbara itself, numerous recreational opportunities exist in the Channel Islands National Park and the Los Padres National Forest. Prestigious educational opportunities are available at the University of California Santa Barbara, Westmont College, and Santa Barbara City College. A full-service hospital with Level 1 Trauma Center designation is available at Cottage Hospital.

**Application procedure.** Interested persons are requested to apply for the position by submitting a completed application, résumé, and compelling cover letter.

**The application form is available on the internet at  
[www.mvmdistrict.com/files/130338978.pdf](http://www.mvmdistrict.com/files/130338978.pdf)**

**Submit your completed application, cover letter, and résumé to:**

[gm@mvmdistrict.org](mailto:gm@mvmdistrict.org)

OR

General Manager Application  
Mosquito and Vector Management District  
of Santa Barbara County  
PO Box 1389  
Summerland CA 93067

**Schedule.** *The position is open until filled.* At the discretion of the selection committee, this schedule might be shortened or extended. Application review will begin on February 21, 2019. Successful applicants will be invited to first-round interviews beginning March 1, 2019. Off-site Zoom videoconferencing will be available for non-local interviews. At the discretion of the selection committee, top candidates will be invited for a second-round interview.

We hope to have a new general manager selected and onboard by June 1, 2019.

General Manager David Chang, at (805) 969-5050 or [dchang@mvmdistrict.org](mailto:dchang@mvmdistrict.org), is available for inquiries about the position or the recruitment process.

We appreciate your interest in employment with the district.

**The Mosquito and Vector Management District of Santa Barbara County is an  
equal opportunity employer.**