



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

Mosquito Service Request Line (April 1 – October 1)  
564.397.8430

8115 NE St. John's Road, Bldg P  
PO Box 9825  
Vancouver, WA 98666-8825  
360.574.7906 • 564.397.7277

### **Title: District Manager, Mosquito Control**

#### **Job Purpose and Summary:**

- Summary: The focus of this position is to plan and oversee the successful execution of the mosquito abatement program for Clark County in order to safeguard the public from mosquito-borne diseases.
- The person holding this position serves as the Clark County Mosquito Control (CCMCD) District's administrator, providing overall direction to the activities and operation of the District, overseeing the District's employees, and planning for short and long-range coordination of vector control services needed to ensure the safety of the citizens of the District. The administrator reports to the CCMCD Board of Trustees and is responsible for supervising all work performed by the District. In carrying out the prescribed work, the administrator needs to collaborate and coordinate work with other agencies such as, but not limited to, third-party aircraft services, the Clark County Public Health, and mosquito control districts from the surrounding counties.
- The administrator will coordinate and implement a comprehensive field study surveillance program of local mosquito population dynamics and ecology to identify known and potential arbovirus disease vectors and use the findings to advance the effectiveness of the abatement program. Knowledge should also be shared with the public via educational outreach such as advising property owners regarding reduction of mosquito habitat and providing public information about personal protective measures.
- The administrator represents the District and the Board to the public, private entities, media, and other stakeholders.

#### **Classification Distinctions:**

The administrator works under the direction of the CCMCD Board of Trustees and coordinates with designated Clark County Public Health staff performing some of the administrative functions for the CCMCD.

This employee is the top executive and principal organizational leader of the CCMCD. As such, the District Manager is tasked with all aspects of the day-to-day operations of the CCMCD and is responsible for implementing procedures and policies as prescribed by the Board of Trustees.

This employee develops the mosquito control work plan, produces and manages the budget, coordinates supplies, equipment maintenance, and oversees all CCMCD personnel.

#### **Key Tasks and Responsibilities:**

Administrative: Possess knowledge of administrative practice, principals of organization, and fiscal and personnel management

- Establish and execute organizational goals and objectives
- Hire, supervise, review, and evaluate the work of CCMCD employees, including disciplinary and termination responsibilities as necessary



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

Mosquito Service Request Line (April 1 – October 1)  
564.397.8430

8115 NE St. John's Road, Bldg P  
PO Box 9825  
Vancouver, WA 98666-8825  
360.574.7906 • 564.397.7277

- Develop, implement, and direct a comprehensive training curriculum for CCMCD employees at hiring and on an annual, ongoing basis; maintain training records
- Ensure compliance with workplace laws, safety rules, and environmental practices
- Prepare emergency disease response plans and procedures in coordination with Clark County Public Health and other area agencies
- Secure Mutual Aid Agreements with neighboring districts to ensure cooperation between districts in case of an emergency response
- Prepare and administer CCMCD's annual budget, including analysis and justifications for approval by the Board of Trustees
- Establish financial records and reporting procedures to protect the assets of the District in accordance with regulations for public funds
- Implement policies as directed by the Board of Trustees
- Prepare Annual Work Plan, Annual Surveillance Report, and Pesticide Use Plan for the operation of the District and administer those plans after they have been approved by the Board of Trustees
- Prepare necessary reports for state and federal agencies
- Maintain records and work reports on all work performed
- Develop and present information to public agencies, community groups, legislative bodies, and the Board to enhance CCMCD's relationships

Mosquito Control Program Management: Organize, execute, and supervise a comprehensive field program in public health mosquito control operations

- Determine CCMCD's program's short-term and long-term objectives and strategies to achieve these in consultation with the Board, community, and other related agencies
- Establish the priorities for control strategies within the mosquito control program
- Demonstrate professional expertise and competence regarding mosquito biology, behavior, and disease transmission
- Develop techniques and procedures and evaluate the effectiveness of surveillance programs
- Design an annual chemical application program leveraging knowledge of pesticides and additives that complies with pesticide application laws and recommended best practices
- Ensure the safety, quality, and efficiency of all District-related activities
- Oversee the proper use and care of all District-owned vehicles and equipment
- Manage all aspects of the field surveillance and control program, laboratory operations, and the design and implementation of any field or lab research
- Coordinate emergency disease response efforts and activities with Clark County Public Health as well as other agencies and/or jurisdictions, as appropriate
- Institute a response plan for dealing with the possibility of encountering newly identified invasive vector species
- Maintain flight contracts for larvicide and adulticide application
- Obtain bids and authorize purchases of equipment, supplies, and pesticide products, ensuring taxpayers receive the best value
- Oversee equipment maintenance and repair
- Keep abreast of current trends in mosquito abatement programs, legislation, and federal and state rules with respect to pesticides, wetlands, and endangered species



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

Mosquito Service Request Line (April 1 – October 1)  
564.397.8430

8115 NE St. John's Road, Bldg P  
PO Box 9825  
Vancouver, WA 98666-8825  
360.574.7906 • 564.397.7277

- Exhibit a customer service-centered approach, responding to the public's questions, complaints, and/or requests for service in a courteous and prompt fashion
- Perform related work as required

### Qualifications

Education: Bachelor of Science degree, preferably in biology, entomology, environmental science, public health or a closely related field

Experience: Minimum of five (5) years' experience as a supervisor or lead in a vector control program.

Experience as a senior level executive manager in a vector control program desired

Hold or be able to obtain a Pest Control Operator license in the Public Health Pest Control category from the Washington Department of Agriculture

Hold or be eligible for a valid motor vehicle operator's license in the State of Washington

Any equivalent combination of education and experience providing adequate background and preparation for the position will be considered

### Knowledge of

- Biology and identification of insects, with an emphasis on mosquitoes
- Etiology of communicable diseases, with an emphasis on mosquito-borne disease and environmental conditions impacting public health
- Principles, practices, and procedures of vector control program
- Pesticide and tools used to eliminate mosquitoes and/or breeding habitats
- Federal, State, and local laws pertaining to mosquito control and habitat improvement
- Budget development and management
- Public relations techniques
- Standard computer software including Microsoft Office Suite; working knowledge of GIS software is highly desirable

### Ability to

- Conduct field observations; identify and classify local vector species
- Analyze life cycle stages and assess effectiveness of control strategies for each
- Calibrate and maintain pesticide application equipment, tools, and machinery
- Provide functional and technical guidance to seasonal mosquito control personnel
- Ability to effectively coordinate abatement projects and manage crises
- Interpret and follow Federal, State, and local laws and policies set by the Board
- Effectively plan, assign, direct, and evaluate the work of subordinates, including delegating responsibility and authority
- Ensure a safe work environment
- Ability to manage assets, budgets and document purchases
- Communicate effectively with the public, Board, co-workers, agencies, and vendors, both verbally and in writing
- Prepare written reports in English
- Work independently with limited supervision
- Work outdoors for extended periods under a wide variety of weather conditions
- Lift, carry, and control up to 40 lbs. of equipment and supplies

### Mission Critical Competencies

- Priority Setting



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

Mosquito Service Request Line (April 1 – October 1)  
564.397.8430

8115 NE St. John's Road, Bldg P  
PO Box 9825  
Vancouver, WA 98666-8825  
360.574.7906 • 564.397.7277

- Problem Solving
- Written and Verbal communication
- Directing Others
- Planning
- Customer Focus

### **Work Environment & Physical Demands:**

CCMCD employees run the day to day operations of the District and would be expected to carry out work in both office and field-based conditions. Duties may involve fieldwork under adverse weather or challenging physical conditions. Work involves lifting, carrying, and holding equipment for the application of pesticides. Physical demands include but are not limited to walking, crouching, crawling, and/or climbing over uneven, sloping sometimes rugged terrain in wet conditions. Indoor work entails an office setting which includes work on personal computers and related software. Occasionally required to use CCMCD or personal vehicle to conduct field work or travel to conferences, meetings and seminars. Employees often work alone.

Starting Salary: \$81,000 - \$90,000 annually plus competitive benefits

Evaluation of applications begins on April 24<sup>th</sup>, 2020

To apply, send cover letter and résumé to [john.jacobson@clark.wa.gov](mailto:john.jacobson@clark.wa.gov)