



Working to create safe and healthy homes and communities.

OVERVIEW

The **Vector Program Supervisor acts as a team leader to** provide day to day leadership, conceptual development, resource acquisition and allocation, and general oversight of Environmental Health Services' (EHS) Vector Control and Code Enforcement unit.

The **Vector Control Supervisor** has knowledge in etiology of communicable diseases, specifically on Vector borne disease and is knowledgeable and proficient in integrated pest management practices. The position oversees the county's efforts to protect the public from vector-borne disease by maintaining the health of the community with complete physical, mental, and social well-being and community livability.

Under direction of the Environmental Health Director, the Vector Control Supervisor provides supervision and guidance for Vector control and Code Enforcement Staff and assists in managing and developing all vector control and Code enforcement programs; provides technical expertise in the field of vector control and vector-borne disease and surveillance; consults with staff on policy and current pest management practices, and environmental related matters; performs other duties as required.

The nature of the work is complex due to the numerous regulations and health concerns and high profile of activities, with periods of on-call work to participate in the Department's response to, disease outbreaks, and other public health vector and nuisance related hazards.

The **Vector Program Supervisor** serves as part of the Environmental Health Leadership Team (EHLT) and is responsible for being a part of a team that makes Environmental Health Services systems and budget decisions in congruence with the Public Health Strategic Plan.

The incumbent creates a work culture of respect, trust and understanding for the highly diverse populations the Health Department serves in the office and in the community. Every employee shares the responsibility for promptly bringing to the County's attention conduct that interferes with providing a work environment free of illegal discrimination

and harassment. This position works in a hybrid environment, working from the office, teleworking from home and time in the field.

As the **Vector Program Supervisor**, you:

- Direct and approve the planning, prioritizing, assigning, and review of the work of a diverse workforce; act as a resource and provide direction, guidance, and leadership to staff; advise on the more complex and sensitive concerns and issues.
- Perform supervisory functions by evaluating, monitoring performance and productivity, setting timelines and assuring accountability; recruiting and hiring of a diverse workforce, orienting/training for staff, mentoring, professional and leadership skills development.
- Develop, implement and oversee work procedures and methods for Integrated Pest Management and Best management practices in vector control public service that are consistent with County, department and State policies, and in alignment with the County's Workforce Equity Implementation Plan.
- Develop and evaluate existing plans for achieving program objectives and operational goals including developing program offers; support identification of priority grant and contract proposals, modify procedures and guidelines.
- Control, approve and track expenditure and revenue by prioritizing resource allocations to assure that program revenue targets are met.
- Develop or modify procedures and guidelines to meet changing conditions or goals; recommend revision to policy and procedures by evaluating their impact on the program.
- Ensure program licensure, testing, certifications, and compliance of program statutory/regulatory obligations managed or controlled by Multnomah County, State of Oregon and/or federal agencies meet program compliance with regulatory and legal guidelines.
- Evaluate the quality of services and improvements needed by reviewing reports and/or statistical data, conferring with reporting staff, and reviewing information from clients and users of services.
- Serves as County representative to provide information to the public and various local, regional, state, and federal stakeholders and act as Environmental Health content expert.
- Provide information to the media, legislative bodies, and community agencies.
- The incumbent also serves on community workgroups and advisory boards and participates on initiatives designed to influence health policies.

- Develop and recommend policy objectives and associated program directions and present at local, regional and national conferences and consult with grantees or program staff throughout Oregon and the US.
- Coordinate with Environmental Health Inspections and Communicable Disease Supervisors on disease investigations for vector control.
- Participate in Environmental Health Program response to public health, environmental health, and natural disasters.
- Investigate citizen complaints involving illness complaints associated with vector control and other sanitation concerns.

TO QUALIFY

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of [the selection process](#) page.

Minimum Qualifications/Transferable Skills*:

- Training and experience at an advanced level that would be equivalent to a bachelor's degree or a bachelor's degree **AND**
- Three (3) years of experience that demonstrates the ability to perform the duties of the position. (Total equivalency 7-10 years of qualifying training and/or experience).

***Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experiences that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

The ideal candidate will:

- Be a thoughtful and experienced manager who treats staff as individuals.
- Be knowledgeable of the principles, practices, and procedures of a vector control program.
- Provide functional and technical guidance to Vector Control Staff
- Carefully interpret and follow Federal, State, and local laws and departmental policies, procedures, and regulations;
- Prepare basic written reports using proper English, spelling, grammar, and punctuation;
- Communicate effectively with co-workers and the public, both orally and in

- writing;
- Provide timely, effective, and efficient customer service to citizens, clients, and other employees; and
- Generate and maintain clear and accurate records and reports.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment. The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

SCREENING AND EVALUATION

Keep in mind we use your application materials as evaluation tools. The quality and strength of your application will determine if you move forward in the process. Respond to each section completely and concisely. Refer to your relevant experience (paid or unpaid) and training.

Application Packet: The application packet consists of the following documents:

- **A completed online application and/or resume** covering relevant experience and education. Please be sure your resume includes the following for each employer: name of employer, location, dates of employment, your title, a brief summary of your responsibilities.
- **A cover letter** that expands on your resume and addresses:
 - **How your professional and lived experiences demonstrate your ability to perform this job.**

Note: The application, resume and cover letter should demonstrate your work experience/skills and how it is related to those shown in the Overview and To Qualify sections of the job announcement. Please be thorough, as these materials will be scored and determine your eligibility to advance in this recruitment process.

Internal candidates: After you have submitted your application, please check your Workday inbox and complete the Veterans' Preference Questionnaire prior to the application deadline.

The Selection Process: For details about how we typically screen applications, review our overview of the selection process page. We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications: We may do an additional preferred review and/or send out additional supplemental questions to identify those highest qualified.
- Consideration of top candidates: We will consider qualified candidates in order of rank and score from the list of eligible candidates. This may include panel interview(s), a hiring interview, and/or additional testing to determine the best candidates for a position.
- Professional reference checks

Type of Position: This salaried management position is not eligible for overtime.

Location: This position is hybrid (telework,office,field) working Monday-Friday (some weekends). The incumbent must reside in Oregon or Washington. The onsite work location for this position is the **Vector control Building 5235 N Columbia Blvd, Portland, OR.**

Additional Information: The eligible list created from this recruitment may be used to fill future regular, limited duration, full or part-time, temporary, or on-call positions