

San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road, West Covina, CA 91790
April 13, 2018

**The Personnel/Policy Committee
will meet after the Board adjourns**

Agenda

1. **Call to Order and Silent Roll Call**
(Committee Chairperson)
2. **Opportunity for Public Comment on Non-Agenda Items**
Individual Public Comments may be limited to a 3-minute or less time limit
During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.
3. **Closed Session under Government Code 54957: Public Employee Performance Evaluation. Title: District Manager ***
(Committee Chairperson)
4. **Adjournment**

Personnel/Policy Committee

**Emmett Badar
Rick Barakat
Jamie Bissner
John Capoccia
Julie Costanzo**

**Margaret Finlay
Tim Sandoval
Mike Spence
Cynthia Sternquist**

CERTIFICATE OF POSTING

“This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting

should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.”

“Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.”



Esther Elliott
Clerk of the Board, San Gabriel Valley MVCD
Board of Trustees

DISTRICT MANAGER Position Description

Basic Functions

The District Manager acts as the executive officer of the District and advisor to the Board of Trustees; plans, organizes, and directs District-wide operations; represents the District and Board of Trustees in the community, media, and when interacting with other agencies; manages a wide variety of managerial and technical functions and programs; and performs related work as required.

Relationship:

The District Manager is a Fair Labor Standards Exempt position that reports to the Board of Trustees.

Class Characteristics:

The District Manager is directed by District policy, the Board of Trustees, and the law and acts with a high degree of discretion and autonomy when making decisions.

Responsibilities:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Plans, directs, regulates, and coordinates the District's resources to reduce or eliminate environmental factors which produce vectors.
2. Advises the Board of Trustees regarding programs and services which will help the District serve best its residents.
3. Develops and implements programs, policies, and procedures; determines objectives and priorities and assesses the need for changes.
4. Defines the organizational structure of the District; determines the amount of resources and the lines of authority necessary to carry out the District's functions.
5. Prepares and administers the annual budget, including analyses and justification; presents the budget to the Board of Trustees for approval; obtains funding for special projects; maximizes the use of funds allocated to the District.
6. Ensures that payroll and accounting systems operate properly; ensures that expenditures conform to the budget approved by the Board of Trustees.
7. Recommends the District's salary structure and working conditions.

8. Negotiate, administer, and monitor contracts effectively.
9. Oversees all District staff. Recruits, selects, mentors, trains, and assigns employees; establishes and maintains performance standards.
10. Evaluates the performance of the Executive Assistant/Clerk of the Board, Office Manager, Operations Manager, Public Information Officer, and Scientific Program Manager.
11. Ensures that employees fulfill the State Department of Health Services requirements for certification and continuing education as Vector Control Specialists.
12. With appropriate staff, evaluates program operations; confers with staff regarding progress and problems, and provides consultation and assistance as indicated.
13. Works with supervisory staff to identify the need for and provides the opportunity for scientific research to improve vector control; plans and modifies control programs as indicated.
14. Ensures that District resources, i.e., funds, equipment, and personnel are used properly; ensures proper record keeping for all aspects of District operations.
15. Reviews material related to public relations and community education; writes articles; represents the District in relations with media and the public.
16. Secures legal assistance when needed; prepares complaints, including evidence of public nuisances for action by the Board of Trustees and the District Attorney's office; ensures that the District complies with the law.
17. Coordinates District activities to control vectors with those of other agencies such as other vector control agencies, flood control districts, health departments, universities, and private organizations.
18. Ensures that agendas, minutes, and presentations are prepared for meetings of the Board of Trustees and standing committees.
19. Represents the District at the federal, State, and local level.
20. Keeps informed of latest developments in vector control, applicable regulatory, legislative, and related issues; reads professional literature; participates in professional organizations.

Minimum Qualifications

Knowledge of:

- Theories and principles of management and public administration
- Governmental organization theory, finance, budget construction
- Intergovernmental relations
- Personnel management, retention, and training
- Federal, State, and local environmental health and safety laws and ordinances
- Principles of public and community relations.
- Principles of public and community relations
- Effects of vector borne diseases on public health and the environment
- Principles and methods of scientific and administrative research
- Computer software systems
- Practices related to water reclamation/management
- Safety standards, practices, and procedures
- Effects of pesticides, including hazards to animal and plant life

Ability to:

- Communicate effectively orally and in writing; understand and carry out oral and written instructions
- Plan, direct, and administer the District programs and services
- Establish and maintain effective working relationships with District staff and members of federal, State, and local agencies
- Effectively solve problems
- Interpret and administer federal, State, and local statutes, regulations, and policies
- Evaluate scientific literature
- React appropriately to spontaneous problems and render sound decisions under urgent conditions
- Supervise technical and professional staff
- Use applicable computer software

Education and Experience:

Any combination of experience and training that would likely provide the knowledge and abilities required. An example would be a Bachelor's degree from an accredited college or university with a focus on physical or biological science, public administration, health science, business administration, or a closely related field and a minimum of five years of responsible experience in vector-borne diseases and control, environmental and/or public health management, public health and safety, biological sciences, epidemiology, entomology, scientific and administrative research, intergovernmental relations, public administration in a related scientific field, and supervision, with at least two of the five years' experience managing a department's or organization's finances and/or human resources.

Desirable Qualifications:

An advanced degree from an accredited college or university in a field that confers knowledge of the principles and methods of vector surveillance and control and the effects of vector borne diseases on public health and the environment.

Post-Offer Physical Examination

A medical doctor must certify that the candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory that is designated by the District shall perform the post-offer physical examination and the District shall pay all costs.

Functional Requirements

- Minimum of single eye corrected vision
- Minimum of single ear aided hearing
- Speak and write effectively in English
- Regularly* sit for extended periods of time
- Regularly* perform repetitive motion associated with computer use and other office equipment
- Occasionally* operate a motor vehicle
- Occasionally* bend at the knees and waist
- Occasionally* reach overhead
- Periodically* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds in safety shoes
- Periodically* lift objects weighing 30 pounds
- Periodically* manipulate and examine small objects
- Periodically* climb ladders

- * Periodically-Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

Other Notes, Licenses, or Requirements

License:

The District Manager must have a valid California Class C driver's license at appointment and maintain it throughout employment. The District Manager must be insurable with District's insurance carrier.

Certificates:

The District Manager must be certified by the California Department of Health Services as a technician in mosquito, vertebrate, and terrestrial invertebrate vector control within two testing cycles of appointment and must maintain the certificates throughout employment.

Conflict of Interest:

The District Manager must file a Statement of Economic Interests Form 700 pursuant to the codes adopted by the District and approved by the Board of Supervisors within thirty (30) days of hiring date and annually thereafter.

Working Conditions:

The District Manager may be exposed to pesticides, communicable diseases, other health hazards, inclement weather conditions, and verbal confrontations with the public. The District Manager is subject to emergency call on a 24-hour basis.

The San Gabriel Valley Mosquito and Vector Control District reserves at its sole and absolute discretion the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated above.

San Gabriel Valley Mosquito & Vector Control District

PERFORMANCE EVALUATION FORM FOR THE DISTRICT MANAGER

The following categories and rating system are intended to aid the Board of Trustees with evaluating the District Manager. The categories broadly outline and define the expectations of the position.

1. Administrative

Effect administration of the District's Mission Statement, policies, and goals as established by the Board of Trustees.

- a. Keeps Board informed of District activities, progress, and problems.
- b. Provides options and sound recommendations for Board action.
- c. Follows through on Board directives.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

2. Fiscal Management

Preparation and review of the budget, monthly financial statements, and audit compliance.

- a. Reports to Board regularly regarding financial status of District.
- b. Supervises District's accounting practices.
- c. Prepares and manages the budget effectively.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

3. Personnel Management

Supervision and evaluation of personnel development and performance.

- a. Hires and maintains competent staff.
- b. Encourages staff development through education/growth opportunities.
- c. Works to maintain high employee morale.
- d. Knows and follows District personnel policies.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

4. Operations Management

Program development, review and implementation, employee training, implementation of short and long range planning goals.

- a. Identifies short and long term issues that need to be addressed.
- b. Formulates action plans to implement these issues.
- c. Bases decisions on science and utilizes expertise of staff in the process.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments : _____

5. Public Relations

Interaction and coordination of programs activities with other local and state agencies and entities and community awareness.

- a. Promotes public understanding of District services available.

- b. Continually evaluates programs and facilities to meet community needs.
- c. Understands and stays current with the needs of the community.
- d. Advises and supports the Public Relations Department.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments: _____

6. Knowledge and Skills

Communications, administrative, scientific, creativity, organization, planning and implementation, and social and personal.

- a. Adheres to professional code of ethics.
- b. Maintains professional and technical knowledge by attending workshops, networking, reviewing publications, and participating in professional societies.
- c. Communicates effectively with the Board.
- d. Solves problem efficiently.

Exceeds Expectations	Meets Expectations	Needs Improvements

Comments: _____

Overall Rating of: _____

Additional Comments: _____

Recommended Goals and Objectives:

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Trustee: _____

Signature: _____

Print Name: _____

Date: _____