



**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
23187 CONNECTICUT STREET  
HAYWARD, CA 94545-1605  
(510) 783-7744**

## **JOB ANNOUNCEMENT**

The Alameda County Mosquito Abatement District is announcing an opening for the position of District Manager.

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<b>POSITION:</b>	<b>District Manager</b>
<b>FILING PERIOD:</b>	January 1, 2012 through February 29, 2012
<b>SALARY RANGE:</b>	\$8,482/month to \$10,414/month
<b>BENEFITS:</b>	Full benefit package (retirement, medical, dental, vacation, sick leave, holidays, etc.)
<b>PROBATION:</b>	District Manager position is subject to a one year probationary period.
<b>STATUS:</b>	Regular full time
<b>APPLICATION:</b>	Filing Location: Alameda County Mosquito Abatement District 23187 Connecticut St. Hayward, CA 94545 Attn: John Rusmisl, District Manager

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### **Definition**

Under authority of the Board of Trustees, the District Manager plans, organizes and directs a comprehensive mosquito control program for the Alameda County Mosquito Abatement District; administers the policies of the Board and adheres to legal requirements affecting the District and its operations; represents the District and Board of Trustees in its relations with the community, and other agencies; and performs related work as required.

### **Duties and Responsibilities**

Includes but is not limited to:

#### **Financial**

- Prepares and administers the annual District budget as directed by the Board of Trustees.
- Maintains accounting system and budgetary controls over expenditures.
- Coordinates salary negotiations with employees, providing the Salary Committee with relevant financial information.

- Interacts with professional consultants and representatives such as attorneys, auditors, and architects.
- Reviews all outside contracts for accuracy, intent and compliance.
- Authorizes payments by District and signs warrants that conform to the budget approved by the Board of Trustees.

#### **Program Administration**

- Plans, evaluates and directs a mosquito control program and associated functions of the District in accordance with policies and limitation established by the Board of Trustees, subject to local, State and Federal regulatory statutes.
- Prepares reports as necessary to keep the Board of Trustees apprised of administrative and operational activities.
- Represents the District, often serving on committees with local, regional, and State governmental agencies and the Mosquito and Vector Control Association of California.
- Oversees the District's public relations and communications.
- Attends meetings of the Board of Trustees, providing the Board with operational and budgetary information in a timely manner.

#### **Human Resources**

- Oversees risk management, occupational safety, and insurance matters.
- Oversees the Human Resources programs related to employee benefits, hiring practices, employee training and employee evaluation.
- Ensures District compliance with Americans with Disabilities Act requirements.

#### **Knowledge, Skills, and Abilities**

- Essential fundamentals of entomology and public health problems relating to mosquitoes.
- Federal, State, and local laws and codes.
- Legislation that may influence mosquito control activities.
- Principles of organization and administration.
- Personnel administration, safety programs, training principles and selection procedures.
- Speak effectively before public groups and to prepare reports and correspondence.
- Establish and maintain effective working relationships with City officials, State officials, District employees, officials of other government jurisdictions and the general public.
- Read, comprehend, interpret, and apply laws, policies, rules, contracts, guidelines, and professional practices.
- Use business and accounting software used by the District.
- Prepare and administer the District's budget.

#### **Education**

- BA or BS in a biological science from an accredited college or University.

#### **Experience**

- Must have a proven knowledge of mosquito control operations with a minimum of three years experience in mosquito control.

#### **Certification**

- California Department of Public Health Certificates in mosquito control, other invertebrates, and terrestrial vertebrate vectors. (You must receive DPH certification within 12 months of hire date if you do not currently possess this certification. These certifications must be maintained during employment with the District).

#### **Driver's License**

- Must have a valid California State Class C driver's license and maintain a good driving record, as required for insurability with VCJPA, using the accepted guidelines of the insurance provider.

**Physical Requirements**

- Ability to pass pre-employment physical and drug test.
- Ability to lift up to 40 pounds.
- Requires adequate vision (which may be corrected) to read, write and work safely.
- Requires adequate hearing (which may be corrected) to hear alarms, horns, use phones and radios.

**Applications:** Interested individuals must notify the District Manager in writing, complete a District Application (available on line at [http://www.mosquitoes.org/downloads/ACMAD\\_employment\\_appl\\_6pp.pdf](http://www.mosquitoes.org/downloads/ACMAD_employment_appl_6pp.pdf)) and include a current resume. The closing date for this position is February 29, 2012.

**Examination Information:** Applicants selected for interviews will be based on a qualifying evaluation of training, education, and experience shown in the application information. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position. All candidates will be subject to background checks as part of the examination process.

*The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked. Acceptance of an application does not mean qualification for an interview.*

**An Equal Opportunity Employer**