

## **Position Announcement: Field Manager**

**Application filing period:** 4 September to 25 September, 2017.

**Application process:** Interested individuals should read and follow the instructions in this position announcement carefully. Failure to follow the instructions set forth in this announcement may result in your application package being rejected from the selection process. Applicants are encouraged to submit their application package by e-mail to [tmicallef@co.clackamas.or.us](mailto:tmicallef@co.clackamas.or.us). Attach all application materials as PDF files to the email with 'Field Manager Position' in the email subject line. See below for a list of application package materials.

In the rare circumstance that emailing is not available or practical, applicants should post their complete package by US mail to:

Clackamas County Vector Control District (CCVCD)

Attn: Field Manager Search Committee

1102 Abernethy Road

Oregon City, OR 97045

**Please Note:** Applicants are responsible for getting their application package to the District before the deadline. Complete application packages must be received by the District no later than 5:00 p.m. PST on the final filing date. No postmarks or faxes are accepted. E-mails are not considered received until opened by District staff. Applicants should verify that their application package files have been received by the District before the closing date. Verification can be obtained by phone at (503) 655-8394 or by email to [tmicallef@co.clackamas.or.us](mailto:tmicallef@co.clackamas.or.us).

**Job Description:** Under the direct supervision of the District Executive Director, the Field Manager is a full-scale leadership position. It includes all District field functions and associated research projects, oversight of field staff and technical field operations to ensure accurate and consistent vector control and pesticide application procedures, quality control, safety, and records maintenance in paper and electronic form. The Field Manager will use an Integrated Pest Management (IPM) approach as defined in CCVCD policy manuals.

**Illustrative tasks for this position include, but are not limited to, the following:**

The Field Manager creates, organizes, evaluates, and maintains District Vector Control programs including daily operations and mosquito and fly control activities. Related tasks may include vector surveillance support, insectary support, scientific research support, and special projects support. Responsibilities include determining vector control program objectives and priorities, and the development, maintenance and evaluation of department policies and procedures. The Field Manager solicits, coordinates, and conducts high standard research projects to enhance District IPM programs; works with local public health departments and

university personnel in resolving scientific problems and obtaining consultations; monitors and evaluates effectiveness of control efforts within District boundaries; provides feedback to supervisors and/or managers including assistance and consultation in addressing field problems; conducts research, evaluates, and provides assistance in the development and introduction of new vector control methods and techniques; collaborates with District personnel in the evaluation of the impact and efficacy of, and resistance to control products in laboratory and field settings to improve District operations; provides consultation in entomology and ecology of vectors to District personnel, public and private organizations, and university personnel involved in activities which have a bearing on vector control and surveillance activities.

The Field Manager supervises field technical staff including, but not limited to, recruiting, selecting, allocating, training, assigning work, maintaining standards, recommending transfers, suggesting promotions and encouraging professional development activities. The Field Manager conducts and reviews performance evaluations at periodic intervals as required and acts on employee problems using coaching and counseling techniques. The field manager will use a progressive discipline approach in accordance with established District policy when appropriate. Technical tasks will include production of reports and correspondence using word processing, database, spreadsheet, GIS map based applications, and other software as required. Other related tasks include reviewing and approving employee field activity and summary reports, administrative papers, and documents, preparing and monitoring annual Field department budgets, reviewing purchase orders and invoices for accuracy and payment. Regular duties include planning and conducting training or presentations for District field personnel, supervisors, technical staff, community groups and organizations on topics such as, but not limited to, mosquito and fly surveillance, and best practices in IPM, assisting in the task training of new personnel and mentoring District staff. When appropriate, the Field Manager assists with the more difficult or complex public relations issues encountered through control operations by listening and responding to complaints or problems; investigates and provides accurate, logical assessments and information to the public or management to resolve issues as requested or required. Professional development tasks include attending training courses, professional organization meetings, conferences and seminars to keep informed of current developments in vector control, as well as biological, environmental, vector surveillance and regulatory changes to maintain skill levels. The Field Manager also performs other administrative and/or field work related to mosquito control as required. This position may require working overtime hours, weekends and holidays. As with all field personnel, the Field Manager may be exposed to infectious diseases associated with mosquitoes and other vectors.

## **Minimum Qualifications**

### **Education and Experience:**

- A Baccalaureate Degree from an accredited college or university in entomology, biological science, or related field (degree award within first year of employment acceptable)

- Three (3) or more years of responsible supervisory or comparable professional level experience working in vector control (one summer of seasonal work counts as one year's experience)

**Licenses or Certifications:**

- Possession of a valid Oregon Department of Agriculture Certification in general and public health pesticide applications. Certification and license must be obtained within two (2) months of employment and maintained throughout employment ( see <http://www.oregon.gov/oda/programs/Pesticides/Pages/AboutPesticides.aspx> )
- Possession of a valid Oregon drivers' license; must be insurable with the District insurance program; must maintain valid license and insurability throughout employment.

It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications. Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Position Status: The vacancy is for a regular full-time at-will position, subject to a one-year probationary period.

**Examination and Selection Process**

Applicant selection for interviews will be based on a initial evaluation of the entire application package including training, education and experience, and other criteria. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position, among other factors. Final selection will be based on a combined overall assessment of the oral interview, application package, and other factors as necessary. Applicants are encouraged to visit the District website ([www.fightthebites.com](http://www.fightthebites.com)) for information on District operations, surveillance statistics and annual reports.

Interviews will be in person at the District, except that the District may at its option conduct telephone interviews for persons who reside outside of Oregon or Washington or in special circumstances that prevent an Applicant from travelling. The District may reimburse travel expenses for exceptionally qualified candidates selected to interview in person.

Applicants will be required to submit a DMV background check for their respective state of residence at their expense. Applicants may be screened for criminal background and may be required to pay for and submit a criminal background investigation report.

CCVCD is committed to a workplace which is free from the effects of unauthorized drug use. Unauthorized drug use may pose serious risks to the user and his or her colleagues, as well as to the public we serve. Therefore, CCVCD has chosen to conduct pre-employment screening to prevent the hiring of individuals whose unauthorized use of drugs creates a potential for impaired

or unsafe job performance. Applicants for this position will undergo screening to detect the presence of illegal drugs as a condition for employment. Applicants will be required to submit to a urinalysis test at a laboratory of CCVCD's choice. A drug test result that is verified as positive for unauthorized use of controlled substances, or found to be substituted or adulterated, will disqualify the applicant for the offered position.

### **Compensation and Benefits**

The current starting salary for this position is \$4,272 per month. Benefits include PERS retirement, medical, vision, and dental insurance, and paid time off (12 vacation and 12 sick days per year). The District recognizes 11 holidays, granted with pay.

### **Package materials list (all files must be submitted in pdf form):**

- 1) A standard cover letter that includes contact information for the Applicant (a physical address, a Post Office Box (if any), a contact telephone number, and an email contact address). The cover letter must include a paragraph explaining the applicant's reasons for applying for the position, highlighting any special knowledge, skills, and abilities (KSAs) that they bring to the position, and why their KSAs make them a good fit for the position. A second paragraph will be a short vision statement, stating how the applicant sees their KSAs fitting into the future of CCVCD and of vector control in general. A final paragraph shall state the earliest date that they are available to assume the duties of the position, and any other relevant remarks or salient points not previously discussed. Format: The cover letter must be composed in a serif 12-point font, double spaced, and shall not exceed two pages in length.
- 2) Resume: The Applicant shall include a resume showing job experience and education, at least three professional references with contact information and any other pertinent information that will allow CCVCD assess your qualifications. If the current employer should not be contacted please make that clear.
- 3) District Application (available for download at [www.fightthebites.com/about us/employment](http://www.fightthebites.com/about-us/employment)). Please complete in black or blue pen, scan and submit in pdf format.
- 4) Supplemental questionnaire (see [www.fightthebites.com/about us/employment](http://www.fightthebites.com/about-us/employment)). Provided as a Word document. Download, open in Word, and type your responses after each question. All answers should be in the same format as the cover letter. Brevity is appreciated; less is sometimes more. Total length of entire questionnaire response must not exceed six pages. When complete, save as a pdf file for submission.

NOTE: Incomplete application packages may not be considered. Candidate attention to detail is part of the total package evaluation.

### **Equal Opportunity and Treatment**

All Applicants will be considered for employment without regard of race, color, national origin, religion, gender, gender identification, age, sexual orientation or other protected classifications.