



## CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

### Job Description- Executive Director

The Executive Director oversees the operational and administrative functions of the Clackamas County Vector Control District (“District”). The Executive Director is responsible for short- and long-term planning for the provision of vector control services to District residents, and for directing and supervising all operational and administrative activities of the District. The Executive Director reports to, and is supervised by, the District’s Board of Trustees (“Board”).

**Duties and Responsibilities.** The Executive Director’s duties include but are not limited to the following:

1. Serve as the registered agent of the District and record this designation in the office of the Oregon Secretary of State.
2. Act as the District’s budget officer and coordinate with the Board in preparing the District’s annual budget.
3. Administer all operational aspects of the vector control program.
4. Prepare an Annual Work Plan, Annual Report and Pesticide Use Plan for review and approval by the Board and by the Clackamas County Board of Commissioners and administer the approved plans.
5. Establish and report on measurable program metrics (e.g., mosquito larval indices, number of service requests completed, response time to complaints, pesticide application records, community outreach metrics) and implement protocols to evaluate operational effectiveness.
6. Manage all personnel, including but not limited to the following:
  - a. Develop a comprehensive training program for all employees.
  - b. Supervise, either directly or through delegation, the work of each District employee to ensure that District needs are met and employees are successful.
  - c. Monitor staff for problems that may affect personal relationships and District activities and take appropriate action.
  - d. Formally evaluate performance at least annually.

- e. Hire, fire, evaluate, reward and discipline employees as appropriate and consistent with District policy.
  - f. Fill in where needed when temporary shortages of personnel may occur.
7. Purchase equipment and supplies consistent with District policy, state law, and Board authorizations.
  8. Lead and coordinate vector-borne disease surveillance and response activities, including collaboration with local and state public health authorities, maintaining surveillance systems, overseeing sample submission and lab coordination, and directing control measures during outbreaks or elevated disease risk.
  9. Coordinate service for and maintenance of District-owned equipment.
  10. Manage District finances in accordance with the budget established by the Board.
  11. Provide progress reports and updates about District programs to the Board at least monthly and upon request.
  12. Develop a system of financial, operations and entomological record-keeping to enable the staff and the board to evaluate the effectiveness of District programs.
  13. Confer with the District's legal counsel as needed or as directed by the Board.
  14. Maintain regular communication with other public agencies.
  15. As a licensed public health applicator, identify and track mosquito and fly populations important as vectors and as nuisances and coordinate vector control operations as needed.
  16. Review service requests, review and evaluate effectiveness of operations, and take appropriate action.
  17. Promote, develop and maintain a public education program that effectively communicates key concepts relevant to the District.
  18. Monitor and track important emerging invasive insect pests that may be coming into the region. Be prepared to make appropriate recommendations as needed.
  19. Other duties as assigned.

#### **Minimum Qualifications.**

- Be legally able to work in the United States.
- Have a valid driver's license or have the ability to obtain a license within 30 days of hire.

- Have an Oregon Department of Agriculture Public Pesticide Applicator's license or have the ability to obtain a license within 90 days of hire.
- Have a working knowledge of Word, Excel, Power Point, Quick Books and other common office software.
- Pass a pre-employment drug test, which will be administered once an employment offer is made.
- Successfully complete driving record and criminal background checks.
- With or without reasonable accommodations, be able to: (1) perform frequent fieldwork that may include exposure to variable weather and exposure to pesticides (with PPE); (2) lift up to 50 lbs., climb ladders, and drive District vehicles; and (3) be available to work occasional evenings or weekends during peak season or emergencies.

**Preferred Qualifications.**

- Bachelor's degree or higher from an accredited university in business management, biological science or public health.
- Five or more years of increasingly responsible work in mosquito abatement or a related segment of vector control that includes supervision of personnel.
- Thorough knowledge of administrative practices, principles of organization, fiscal and personnel management, vector control programs and practices and pertinent Oregon and U. S. regulations, especially as pertains to Oregon local government entities.
- Excellent written and verbal communication skills.
- Experience with GIS mapping software and associated reports
- Experience developing public education programs.
- Experience with grant development, application, management, and implementation.
- Training or experience with Incident Command System (ICS) and emergency response.

**Equal Opportunity Employer.** Clackamas County Vector Control District is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, national origin, religion, gender, gender identification, age, sexual orientation, or other protected classifications.