



# CLACKAMAS COUNTY VECTOR CONTROL DISTRICT OREGON

**Executive Director**

\$116,893 - \$156,648

*Plus competitive benefit package*

Apply by April 10, 2026

# Position Details & The Area

## Full-Time Position

**Salary Range:** \$116,893 - \$156,648

(exact placement within the salary range dependent on qualifications)

**Benefits:** Competitive benefit program that includes employer paid health, dental and vision insurance, HRA VEBA contribution, Oregon PERS retirement, deferred compensation program (employer match), longevity pay, vacation leave, sick leave, and tuition reimbursement.

## The Area

Located in north-central Oregon, Clackamas County is part of the Portland metropolitan area. Clackamas County spans 1,879 square miles of incredible natural beauty with a population of approximately 422,000 citizens.

Its landscape includes Mt. Hood, the Mt. Hood National Forest, the Bull Run Watershed, and major rivers such as the Willamette, Clackamas, Sandy, Molalla and Salmon.



Our borders stretch from Happy Valley in the north to Mt. Hood National Forest in the south, from Wilsonville in the west to Government Camp in the east. With communities that are urban, suburban, rural and wild, Clackamas County offers something for everyone.

Since its creation in 1843, agriculture, timber, manufacturing and commerce have been the county's principal activities. Industry leaders in metals, machinery, healthcare, high tech, logistics, forestry, food and beverage processing, renewable energy, nursery/agriculture, tourism and software development can all be found in Clackamas County.

Clackamas County and the surrounding area offers a diverse geography, and inspiring experiences which may include urban kayaking, rural bike rides, scenic valley wineries, awe-inspiring mountain hikes and just a quick 2-hour drive from the stunning Oregon coast.

## The District

The Clackamas County Vector Control District is responsible for controlling flies and mosquitoes within Clackamas County. Their objectives are to eliminate existing mosquito breeding sources and to prevent new ones in order to permit full use and enjoyment of backyards and recreational facilities; to permit mosquito-free agricultural and industrial working conditions; and to protect public health and comfort.

Control of these vectors is not intended to be total eradication since the concept of total eradication is unachievable and environmentally irresponsible, requiring unacceptable quantities of pesticide. The goals of the District, therefore, are to limit the number of vectors thus reducing annoyance and the likelihood of vector borne disease for people living in the District.

Clackamas County Vector Control District is a special district with its own tax base (currently -.65 cents per \$100,000 of assessed value). The District maintains its own buildings, ponds, vehicles, and equipment. All personnel employed by the District receive certified training and are Oregon Licensed Pesticide Applicators.



# The Position & Application Process

## The Position

The Executive Director is the Chief Executive Officer of the District. The Director reports directly to the appointed Board of Trustees and recommends policy to the Board and implements those policies for District operations.

The Executive Director oversees the operational and administrative functions of the District. They are 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 is also responsible for coordinating, overseeing, mentoring, coaching, and training the District's three fulltime and ten seasonal employees.

The Executive Director is the "face" of the District, regularly communicating with the District's employees, the public, the media, and the District's partner agencies.



## The Ideal Candidate

The ideal candidate will possess the ability to perform the following duties at a minimum:

- Act as the District's budget officer including annual budget preparation and administration
- Administer all operational aspects of the vector control program
- Prepare and administer an annual work plan, annual report, and pesticide use plan
- Provide management, supervision, and leadership to all District personnel
- Lead and coordinate vector-borne disease surveillance and response activities
- Develop a system of financial, operations and entomological record-keeping to enable the staff and the board to evaluate the effectiveness of District programs
- Maintain regular communication with the District Board, employees, and other public agencies
- Promote, develop and maintain a public education program that effectively communicates key concepts relevant to the District
- Monitor and track important emerging invasive insect pests that may be coming into the region

# Education, Experience, and Certifications

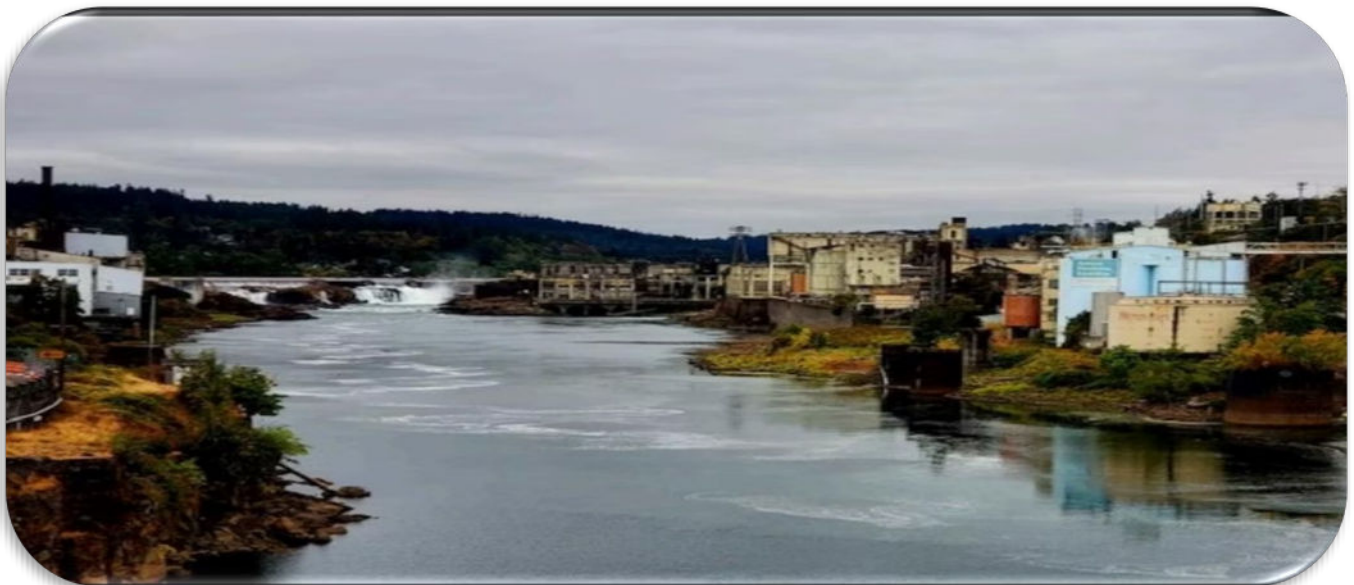
## Required

- Valid driver's license or ability to obtain within 30 days of hire.
- Oregon Department of Agriculture Public Pesticide Applicator's license or ability to obtain within 90 days of hire.
- Working knowledge of Word, Excel, Power Point, Quick Books and other common office software.

## Desired

- 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.
- 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.

*See job description for full position details and requirements.*



# Selection Process Timeline

(Dates subject to change)

Recruitment Period Opens  
March 13, 2026

Recruitment Period Closes  
April 10, 2026

Semi-Finalists Interviews (virtual)  
April 27, 2026

Finalists Interviews (onsite\*)  
May 11, 2026

Tentative Start Date  
July 1, 2026

*\*Candidates invited to the onsite interviews will be eligible for travel and lodging reimbursement to a maximum of \$500.*

## How to Apply

To review the full job announcement and job description and to complete the application please see this link:  
<https://www.sdao.com/classifieds>

To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below. Electronic submission is preferred.

Clackamas County Vector Control District – Executive Director  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, Oregon 97281  
Attn. Shanta Carter  
-OR-  
Email: [scarter@sdao.com](mailto:scarter@sdao.com)

Questions regarding the position or the selection process can be directed to Senior Consultant Gordon Sletmoe at [gsletmoe@sdao.com](mailto:gsletmoe@sdao.com)

Additional information about the Clackamas County Vector Control District can be found at <https://fightthebites.com/>

