POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES  
January 8, 2020  
5:00 PM  
AGENDA

The Policy Committee is not a decision-making body and only makes recommendations to the Board.

Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

- Chairperson Kati Martin will take roll call.
- Robert Riechel, City of San Bruno
- Ed Degliantoni, City of San Mateo
- Donna Rutherford, City of East Palo Alto
- Carolyn Parker, City of Brisbane
- Kat Lion, City of Redwood City
- Claudia Mazzetti, County at Large
4. PUBLIC COMMENTS AND ANNOUNCEMENTS.
   • This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person (ten minutes where a translator is being used).

5. REGULAR AGENDA

District Policy Manual

A. Consider recommending the Board approve amending the District Manager Job Description

   **ACTION**: Motion to approve recommending the Board adopt the changes to the District Manager Job Description

6. ADJOURNMENT
Agenda Item # 5A

SUBJECT: Changes to District Manager Job Description

RECOMMENDATION

Staff recommends the Policy Committee recommend the Board approve the updates to the Job Description for the District Manager.

BACKGROUND AND STATUS

On December 18, 2019, the Ad Hoc Manager Search committee met and discussed reviewed the job description for the District Manager in preparation for conducting an executive search to replace the current District Manager on her retirement this year. During that discussion, the committee submitted comments to the District’s general counsel and requested that she prepare an update to the job description. The attached track changes and clean copy contain proposed changes to the job description which will bring the description up to date with the current District Manager’s responsibilities. Upon approval by the Board, the final job description will be incorporated into the RFP for executive recruiting services.

REFERENCE MATERIALS ATTACHED

1. District Manager Job Description – track changes
2. District Manager Job Description - clean copy
CLASSIFICATION DESCRIPTION

DISTRICT MANAGER

Definition

The District Manager acts as executive officer of the District and advisor to the Board of Trustees. The District Manager plans, organizes, and directs the operations of the District; represents the District and Board of Trustees in its relations with the community, media and other agencies; manages carries out a wide variety of complex managerial functions and performs related work as required. The District Manager oversees a program requiring technical knowledge of the biology and ecology of vectors and the methods by which they can be controlled, ecology functions and programs; and performs related work as required.

Qualifications

The following mandatory qualifications are required to serve in the role of District Manager unless otherwise stated:

- Graduate of a four (4) year college or university with a bachelor’s degree, preferably in the field of entomology, biology, ecology, public health, public administration or an equivalent field. Possession of a masters or doctorate degree in these fields is preferred.

- Master of Science (M.S.) degree in the field of Entomology, Biology, or Ecology from an accredited College or University with specialization in Medical Entomology.

- Minimum of ten (10) years of professional experience with increasing level responsibility including supervision and/or management of other employees. Significant field experience in mosquito and/or vector control or equivalent public health discipline is preferred.
• Minimum of five (5) years of professional experience in administration, financial/fiscal management, and personnel management, preferably Experience in these matters at a mosquito or vector abatement control program agency is preferred.

• An understanding of the responsibilities of public agencies under California law and Knowledgeable knowledge with legislation relating to vector control agencies, and the responsibilities of governmental agencies.

• Possession of, or ability to obtain, certificates of competency issued by the State of California Department of Health Services entitled “Certified Technician – Mosquito Control”, “Terrestrial Invertebrate Vector Control”, and “Vertebrate Vector Control” (Licenses A, B, C, D) within two years of the original date of hire. Such certification must be obtained within two years of the original date of hire as a condition of continued employment within one year of their original date of hire. Certification must be maintained throughout employment.

• Ability to communicate with the public in a clear, courteous and professional manner both orally and in written form.

• Possession of a Valid California Driver’s License and satisfactory driving record deemed insurable under the guidance guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

At the sole and exclusive discretion of the Board of Trustees, other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

**Duties and Responsibilities**

The District Manager is responsible and accountable for overseeing all aspects of the District program operation in accord with applicable laws and policies, and limitation established by the Board of Trustees, subject to local, State, and Federal regulatory statutes. Primary responsibility lies in directing functions ensuring that all of the District’s programs are carried out with efficiency in terms of both cost and effectiveness.

The District Manager’s responsibilities to the Board of Trustees include:

• Drafting reports as necessary to keep the Board apprised of administrative and operational activities;

• Preparing, publishing and distributing Board agendas;

• Attending all Board meetings and committee meetings, as directed;
• Making timely, forthright and complete recommendations to the Board;
• Implementing Board policies; responding to formal Board inquiries and requests; and
• Maintaining effective communication between Board of Trustees and staff and the public.

The District Manager’s administrative responsibilities include:

• Developing short- and long-range plans for all aspects of District operations;
• Preparing, monitoring and administering administration of the Board-Trustee approved annual District budget;
• Overseeing the accounting system and budgetary controls over expenditures;
• Employing, directing, and assigning subordinate personnel;
• Developing and implementation of personnel policies, including promotion;
• Reviewing and evaluating work projects and taking appropriate action to maintain an effective staff; and
• Serving as liaison between the Board of Trustees with subordinate personnel and or other parties;

The District Manager’s operational responsibilities include:

• Demonstrating professional expertise and competence regarding mosquito biology, behavior and disease transmission;
• Keeping apprised of research and developments in vector control and incorporating into the District’s vector surveillance and control program;
• Selection of appropriate and effective types, frequency and location of treatment, with consideration for the health and safety of humans and the environment; and
• Development and implementation of education and safety programs to ensure the well-being of staff and proper use of equipment.

The District Manager’s community relations responsibilities include:

• Serving in public relations capacity by providing oral presentations; and
Prepares reports necessary to keep the Board of Trustees apprised of administrative and operational activities.

- Represents the District’s interests in associations and governmental entities that influence the factors affecting vector control.

Advises and consults with Board of Trustees on recommendation and application of policy; maintains effective communication between Board of Trustees and staff personnel; develops short and long range operational programs; and provides other administrative, managerial, and supportive services as needed.

Environmental Demands

Outside: Ability to work outside as needed Works outside one-fourth (1/4) of the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.

Inside: Ability to work indoors in temperature-controlled environment. Works indoors three-fourth (3/4) of the time in temperature-controlled environment.

Fumes/gases: Involves exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, printing cartridges, pesticides, auto shop fumes, and traffic congestion.

Noise/vibration: Involves exposure to shop, pesticide application equipment, laboratory and office machines and cleaning equipment.

Mental Demands

Reading: Ability to read and comprehend letters, reports, memos, messages, complex mosquito service requests, and operating manuals for pesticide dispersal equipment, material safety data sheets, and pesticide labels written in English.

Writing: Ability to write reports, letters, memos, messages and other documents; and fills out forms and documents.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail: The high-level concentration and attention to detail for extended periods of time is required.

Repetition: The work involves routine daily work practices, including computer operations, administration procedures, and fiscal operations.

Judgment: The ability to work independently, prioritize work, and make decisions regarding the correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions supported by those facts. The ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.

Social Skills: The ability to relate cooperatively with members of the public and with District personnel.

Communication Skills: The ability to quickly organize and communicate thoughts orally and in writing. In addition, the ability to understand oral or written communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs, and feet. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, etc. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes, insects or other potentially dangerous vectors or animals, or poisonous plants and animals. May deal with irate or antagonistic individuals.

A. Constant: The activity or condition exists 2/3 or more of the time. The position requires the ability to constant operation of operate vehicles, computers, and pesticide dispersal equipment under constant operation for extensive periods of time. While supervising all operations, may be required to carry spray equipment from 2 lbs. to 30 lbs. while climbing or hiking into areas to locate breeding sources. Mobility of arms must be
sufficient to reach, and dexterity of hands to grasp and manipulate small objects. Must be able to provide clear verbal communications to others.

B. Frequently: activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighting 30 lbs. to 40 lbs.

C. Occasionally: activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs. without assistance. Lifting and carrying spray equipment 40 lbs. to 50 lbs without assistance. Able to climb and hike in hilly areas to supervise survey programs for facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

The person in this Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. The person in this Position is subject to emergency call out on a 24-hour basis.

Incumbent is Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscope or computer work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, and use of telephones, and radios; communication devices such as telephones and radios.

Basic Work Hours

Full-Time, exempt employee status. Must be available on call 24-hours a day, be available to attend evening Board and committee meetings and other governmental meetings, and represent the District at all times as needed. 8:00 AM to 4:30 PM, Monday through Friday.

Exempt Employee Status

Salary Range
Class: Administration Employee answering to the Board of Trustees
Category: District Manager
Position Steps: Seven—Negotiates salary with Board at intervals described in contract
Range: See Current Salary Scale Contract

Revised: July 16, 2008 January 2020
CLASSIFICATION DESCRIPTION

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- Minimum of ten (10) years of professional experience with increasing level responsibility including supervision and/or management of other employees. Significant experience in mosquito and/or vector control or equivalent public health discipline is preferred.

- Minimum of five (5) years of professional experience in administration, financial/fiscal management, and personnel management. Experience in these matters at a mosquito or vector control agency is preferred.
• An understanding of the responsibilities of public agencies under California law and knowledge of legislation impacting vector control agencies.

• Possession of, or ability to obtain, certificates of competency issued by the State of California Department of Health Services entitled “Certified Technician – Mosquito Control”, “Terrestrial Invertebrate Vector Control”, and “Vertebrate Vector Control” (Licenses A, B, C, D) within two years of the original date of hire. Such certification must be obtained within two years of the original date of hire as a condition of continued employment. Certification must be maintained throughout employment.

• Ability to communicate with the public in a clear, courteous and professional manner both orally and in written form.

• Possession of a valid California Driver’s License and satisfactory driving record deemed insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

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• Overseeing the accounting system and budgetary control over expenditures;

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• Development and implementation of personnel policies, including promotion;

• Reviewing and evaluating work projects and taking appropriate action to maintain an effective staff; and

• Serving as liaison between the Board of Trustees and subordinate personnel or other parties;

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• Demonstrating professional expertise and competence regarding mosquito biology, behavior and disease transmission;

• Staying apprised of research and developments in vector control and incorporating, when appropriate, new techniques and practices into the District’s vector surveillance and control program;

• Selection of appropriate and effective types, frequency and location of treatment, with consideration for the health and safety of humans and the environment; and

• Development and implementation of education and safety programs to ensure the well-being of staff and proper use of equipment.

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• Serving in public relations capacity by providing oral presentations; and

• Representing the District’s interests to associations and governmental entities that influence the factors affecting vector control.
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**Basic Work Hours**

Full-Time, exempt employee status. Must be available on call 24-hours a day, be available to attend evening Board and committee meetings and other governmental meetings, and represent the District at all times as needed.

**Salary Range**

- **Class:** Contract Employee answering to the Board of Trustees
- **Category:** District Manager
- **Position Steps:** Negotiates salary with Board at intervals described in contract
- **Range:** See Current Contract

Revised: January 2020