



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**invites applications for the position of:**

**Director of Scientific Programs**

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<b>SALARY:</b>	\$48.01 - \$60.01 Hourly \$8,321.73 - \$10,401.73 Monthly
<b>DEPARTMENT:</b>	Surveillance
<b>OPENING DATE:</b>	01/27/22
<b>DESCRIPTION:</b>	

**A cover letter and resume must be submitted along with a completed application.**

**\*\*The first review of applications will be February 21, 2022. Applicants are encouraged to apply early. This recruitment may close any time after the first review when a sufficient number of qualified applications have been received.**

**DEFINITION**

The Director of Scientific Programs directs and administers the District's disease surveillance program, supervises the Vector Ecologists and all other disease surveillance staff; collaborates with other District departments to assist the District Manager with planning, directing, and evaluating the District's overall operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the District Manager. Exercises direct supervision over department personnel.

**CLASS CHARACTERISTICS**

The Director of Scientific Programs works relatively independently and supervises the Vector Ecologists and other staff whose primary duties concern disease surveillance. This class develops, implements, and manages the District's vector-borne disease surveillance program and is the chief scientist for the District.

The incumbent must use their extensive knowledge of entomology, field ecology, vector biology/ecology, surveillance methodology, medical entomology, and pesticides to develop, organize, and manage the District's vector borne disease surveillance program. He or she must be familiar with current research, technology, and methods used in vector-borne disease surveillance and be able to evaluate the effect of issues related to vector-borne diseases on public health.

The Director of Scientific Programs is a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall operations. The incumbent will collaborate regularly with the District's Director of Operations to manage the population of vectors in the District.

**EXAMPLES OF ESSENTIAL DUTIES:**

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Scientific Technical Services Department programs, services, and activities including County-wide surveillance of vector-borne diseases, identification and suppression.
- Plans, organizes, controls, integrates, and evaluates the work of the Scientific Technical Services Department; analyzes, interprets and enforces state and local environmental health laws; develops regulations and implementation procedures to eliminate, mitigate and prevent vector-borne diseases.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Directs surveillance, program design/control, activities in the areas of vector ecology and related disease control, such as mosquito control, and encephalitis virus surveillance.
- Oversees and provides training and technical consultation service to District operations and technical staff; conducts training programs and workshops for staff of public agencies.
- Coordinates department activities with the Public Health Department, County officials and federal, state, regional and local government agencies; represents the District in court, at public hearings and meetings as required.
- Reviews, monitors, and makes recommendations on regulations and laws related to assigned areas of responsibilities; and may represent the District before the state legislature; works with a variety of statewide committees, commissions, organizations and task forces on vector-borne disease issues.
- Reviews scientific journals, research and technical reports; prepares and analyzes reports, plans, correspondence, records, recommendations, and other information and materials relating to the management of vector-borne disease programs.
- Provides highly complex staff assistance to the District Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Travels periodically to conferences, trainings and/or meetings on behalf of the District.
- Attends and participates in meetings of the Board, commissions, scientific conventions and committees as required and serves on assigned committees, community groups, and task forces; stays abreast of state-of-the-art trends and innovations related to vector ecology.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### **Education and Experience**

A Bachelor's degree from an accredited college or university with major course work in biology, entomology, infectious disease epidemiology, zoology, or a closely related field. A Master's or Doctorate is preferred; AND four (4) years of experience managing an environmental and/or public health program including supervising staff; advanced professional experience as an entomologist specializing in vector ecology is preferred.

### **License and Certifications**

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be maintained throughout employment. Director of Scientific Programs must be insurable with the District's insurance carrier.

Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within two years of the date of hire and maintained throughout employment in this classification.

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of leadership.
- Advanced vector control practices, entomology, ornithology, biology, and environmental science.
- Integrated Vector Management principles as they apply to District services and operation.
- Long-range issues related to vector control.
- Pesticides use and safety, modes of action, and effects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research methods and analysis techniques.
- Mathematical principles.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize and manage vector control and related disease surveillance programs.
- Coordinate assigned operations with District departments and external agencies.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Scientific Technical Department and the District.
- Apply scientific principles to formulate situational judgments and decisions.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Travel periodically to conferences, trainings and/or meetings on behalf of the District.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work non-standard schedule which may include evenings, weekends, and holidays.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit District and meeting sites; and hearing and speech to communicate in person and over the telephone; ability to stand in work areas and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Employees must wear and use proper Personal Protective Equipment.

When assigned to field work, must possess mobility to work in moderate site conditions; vision to observe biological and environmental conditions. The job involves occasional fieldwork and walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use proper Personal Protective Equipment.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees occasionally conduct site work and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**BACKGROUND CHECK AND POST-OFFER PHYSICAL EXAMINATION**

Qualifying persons must complete a background check. A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**APPLICANT INFORMATION**

All application packages will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, may be invited to participate in the selection process. The selection process may include but is not limited to oral interview and/or written exams and oral presentation. Eligible candidates will be notified by email when testing dates have been established.

**\*\*The first review of applications will be February 21, 2022**

The San Gabriel Valley Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

*The San Gabriel Valley Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sgvmosquito.org>

Position #2022-01  
DIRECTOR OF SCIENTIFIC PROGRAMS  
EG

1145 N Azusa Canyon Rd.  
West Covina, CA 91790  
626-814-9466

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**Director of Scientific Programs Supplemental Questionnaire**

\* 1. **Instructions for Supplemental Questionnaire:** The Supplemental Questionnaire is used as one of the steps in the selection process, and is intended to assist you in fully presenting your qualifications. Subject Matter Experts for this position will review your responses to these questions, and will determine whether you move on to the next steps; therefore, it is very important that you respond to each question in a comprehensive, but concise manner. Applications submitted without responses to the supplemental questions or responses that include copy and pasted resume information, will not be evaluated. Your application will be reviewed along with your responses in order to verify them against your work history. **Please indicate below that you have read and understand the instructions presented above.**

Yes    No

\* 2. A cover letter and resume must be submitted as part of the application packet, did you attach a cover letter and resume?

Yes    No

\* 3. Do you possess a valid California driver's license? If you are out-of-state, do you possess a valid driver's license in your state of residence, and are you willing and able to obtain a California driver's license if offered the position?

Yes    No

\* 4. Please indicate the highest level of education that you have attained from an accredited college or university.

- None
- Completed some college level course work
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

\* 5. Please state your degree(s) and major(s). If none, type N/A.

\* 6. Describe your experience supervising a team. Please include years of supervisory experience and the number of staff supervised. If you do not have this experience, please type N/A. PLEASE NOTE: All responses will be verified with your application.

\* 7. How did you learn of this position?

- College or University
- Facebook / Instagram
- GovernmentJobs.coms
- Indeed
- LinkedIn
- Monster
- Family / Friend / Employee
- American Mosquito Control Association
- New Jersey Mosquito Control Association (NJMCA)
- Florida Mosquito Control Association (FMCA)
- Mosquito and Vector Control Association of California (MVCAC)
- Entomological Society of America
- Other

\* 8. **Applicant Acknowledgement - Notification via email: As part of our efforts to increase efficiency and promote conservation of resources, the district uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).**

- I acknowledge that I have read, understood, and agree to the above.

\* Required Question