



SOUTH SALT LAKE VALLEY MOSQUITO ABATEMENT DISTRICT

JOB POSTING - DISTRICT MANAGER

Open Date – June 30, 2023

Close Date – July 28, 2023

Salary Range – \$87,776 - \$116,064

Classification – Exempt, At-will

Summary

Top executive and principal leader for the organization, reports to the Board of Trustees. Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of the organization in accordance with Board directives. This position requires diversified technical, administrative, and managerial knowledge in directing the operations of the Mosquito Abatement District.

Minimum Qualifications:

Education - Bachelor's degree in science, biology, physical science or other related field. Masters degree, preferred.

Experience – Five or more years of satisfactory service in mosquito control or closely related vector control programs.

Non-commercial Pesticide Applicator's License
Valid Utah Drivers License

Essential Duties:

Financial

- Help prepare and administer an annual budget
- Act as District procurement officer and follow the District Procurement Policy
- Give final approval on any purchases
- Determine employee pay scale
- Function as the Assistant Treasurer to the Board
- Coordinate annual financial audit including review and certification of annual financial statements.

Public Relations

- Respond to media requests
- Ensure all service requests are handled quickly and efficiently

- Develop and maintain working relationships with public and private organizations related to mosquito control
- Educate city leaders and their citizens concerning mosquito and black fly control when needed or invited

Education

- Help prepare and present instructional materials for various organizations
- Help review, prepare and/or present training for District employees
- Attend and contribute to local, regional, and national Mosquito Associations
- Follow legislative changes and update policies and practices as needed to maintain compliance.

Field Work

- Conduct daily staff briefings
- Develop and review best practices for mosquito and black fly control
- Plan, organize, and direct a comprehensive vector control program
- Identify, collect, and treat mosquito and black fly larva as needed
- Record data and treat mosquito and black fly areas when needed
- Inspect mosquito sources

Lab Work

- Assist in identifying mosquito larva and adults
- Plan and develop research projects to improve mosquito and black fly control in the District

Employee

- Recruit, select, and hire all District employees, including seasonal crews
- Review and approve employee timecards
- Assist, instruct, and train District employees
- Evaluate District employee job performance
- Take appropriate disciplinary action (when needed) to maintain an effective work force
- Give final approval of employee requests for leave (sick, vacation)
- Mentor, motivate, and train all employees for an effective functioning District.

Board of Trustees

- Direct Board Leadership
- Prepare monthly Board Meeting Agendas
- Implement directives from the Board of Trustees
- Meet monthly with Board of Trustees
- Prepare monthly and annual reports for the Board of Trustees
- Coordinate board appointments with represented entities.

Knowledge of:

- Administrative practices
- Principles of organization and personnel management
- State and local codes and laws and other influencing governmental laws, rules, and regulations relative to mosquito control activities

- Mosquito taxonomy, and their scientific and technical fields contributing to the development of effective mosquito and black fly control program
- Health departments, fish and game, flood control, and other public and private organization's programs related to mosquito control.

Ability to:

- Tactfully communicate with the public
- Plan, organize, and direct personnel
- Lift 50 lbs and do heavy physical labor
- Read and interpret pesticide labels

About Us

South Salt Lake Valley Mosquito Abatement is a local District established in 1952 and a member of the Utah Mosquito Abatement Association, Utah Association of Special Service Districts, and the American Mosquito Control Association. The District covers most of Salt Lake Valley including 21 municipalities and has a representative from the county at large. Currently the District employs 5 full-time employees, 1 part-time, and 18 seasonal employees on an annual \$2 million operating budget.

Benefits

In addition to competitive wages, the District offers a rich benefits package including 6.22% deferred savings contribution on top of contributions to the Utah Retirement System. Employees enjoy 14 paid holidays, 12 vacation and 12 sick days per year, not to mention a great schedule from 7am-3:30pm. We offer a traditional health care plan with an unheard of \$250 deductible, plus low premiums for dental and vision coverage. This position enjoys attending state and national conferences annually as well as a balance of both office and field work.

HOW TO APPLY

Interested applicants may submit a resume and cover letter to kdraper@sslvmad.org no later than July 28, 2023 for consideration. Candidates will be selected and interviewed by the Board of Trustees. Any questions regarding this position may be directed to Kassie Draper reachable by email or phone 801-888-0180.