

JOB VACANCY NOTICE

There is a job vacancy with **BAY COUNTY MOSQUITO CONTROL**.

Job Title: Mosquito Control Manager
Rate of Pay: \$46,904.00 - \$52,395.20 annually salary (MB09)

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

GENERAL SUMMARY: The Bay County Mosquito Control Manager plans, develops, and administers the technical Mosquito Control Program to reduce the risk of mosquito-borne disease to Bay County residents. Oversees the personnel, financial, and other administrative functions of the program under the Department of Environmental Affairs and Community Development Director.

TYPICAL DUTIES:

1. Manager of full-time administrative and seasonal field staff; recommends staffing numbers and defines responsibilities; recruits, interviews, and hires new staff; trains, schedules, and assigns/prioritizes work duties; evaluates performance and disciplinary recommendations; ensures administrative policies and procedures are adhered to; maintains a safe and healthy work environment.
2. Responsible for the financial management of the department including developing and administering the budget within the constraints of millage-generated revenues; monitoring and authorizing expenditures and budget revisions; approves required payroll data.
3. Plans and directs the technical program of mosquito and disease surveillance and insecticide applications in aerial and ground applications to ensure the safe and efficient reduction of mosquitoes. Analyzes and monitors technical and chemical data from staff to make control decisions.
4. Regularly inspects the activities of the field staff to ensure operations are being carried out properly and effectively. Provides technical guidance on treatments and assures State and Federal safety compliance.
5. Develops and monitors policies and procedures to ensure that surveillance activities are carried out scientifically and effectively.
6. Directs quality control activities to maximize effectiveness of pesticide application including proper calibration and application rates of handheld and ULV equipment, effective route and habitat mapping, and accuracy of GPS tracking equipment.
7. Directs a community outreach program to ensure that the public is informed of the operations and activities of the departments. Acts as organizational representative to the media and at various community meetings, public events, and training sessions. Prepares media releases, and other informational material.
8. Plans and directs the development and maintenance of records, manuals, informational materials, and other documents to reflect departmental activities. Ensures that required reports and permits are submitted to regulatory agencies.
9. Attends professional conferences to stay current on new technologies and developments in vector-borne disease; Reviews current publications and technical reports; Coordinates with public health, government, and agriculture officials on new developments in the industry.
10. Plans and directs responses to procedural and technical questions from state regulators and health advisors; Attempts to resolve complaints regarding surveillance and treatment activities.
11. Maintains communication with department supervisor and coordinates to share information with health department and other officials to ensure they are current on potential mosquito-borne diseases.
12. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties assigned personnel in this classification.

QUALIFICATIONS: Bachelor degree in Business Administration, Communication, Environmental Science, or closely related field preferred. Public Manager Certification or other Public Management experience preferred. Must possess 5 years of progressively responsible experience in Integrated Mosquito Management in a supervisory/managerial role. Knowledge at an advanced level of the techniques in vector control field operations, including mosquito biology, the use of insecticides and application equipment for aerial and ground treatment, safety requirements, and effectiveness of treatment applications under various conditions. Highly effective written and oral communication skills, to successfully interact at a variety of levels. Experience in public relations, providing media interviews, creating press releases, etc. Strong working knowledge of finance, business administration, and human resource functions in the public sector. Advanced computer knowledge, including the use of Microsoft Office, ArcGIS, and MqTrack Fleet Tracking. Must be able to obtain a Category 7F Certified Pesticide Applicator license, and possess a valid State of Michigan driver's license.

Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Monday, October 24, 2016.**

An Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."