



**Position:** District Manager, Camano Island Mosquito Control District

**Reports To:** Board of Trustees

**Apply:** Please submit a completed application and resume to;

Mail: 370 N East Camano Drive ste5 #156 Camano Island, WA 98282

Email: cimcd@wavecable.com

### **Position description**

The District Manager, under the general direction of the Board of Trustees, acts as the executive officer of the District. This person organizes, plans, directs, and delegates the operations of the District, and represents the District and the Board of Trustees in its relations with the community, media, and other agencies. The District Manager handles a wide variety of complex managerial and technical mosquito abatement functions and performs related work. This person acts with a high degree of discretion and integrity in making program, fiscal, operational, personnel, and technical decisions under routine and emergency conditions.

### **Position Functions and duties**

#### **Administrative**

- As the executive officer, organizes the planning and preparation of the District operations to meet evolving mosquito control needs.
- Organizes plans and prepares for the District Board of Trustees monthly meetings.
- Ensures the board of trustees and employees adhere to Washington State Open Public Meetings Act and Open Public Document requirements and is compliant with all laws and regulations.
- Implements Board approved policies, determines and develops operating procedures.
- Prepares and administers the annual budget, including analysis and justifications and confers with the board of trustees. Prepares budget documents for board approval and signatures. Submits budget documents to the county authorities.
- Performs all administrative duties of the district; including bookkeeping, accounting, payroll. Maintains licensing and permits. Files the district's annual report for the Washington State Auditor's office annual reporting requirements.
- Coordinates with Island County Assessor's office, Island County Treasurer's office, and the Island County Auditors Office.
- Prepares and submits vouchers to the county Auditors office for payment of bills.
- Stays informed of current developments in entomology and vector control, by reading professional literature, and participating in professional associations.
- Attends conferences and training related to mosquito district operations.



## **Operational**

- Conducts the application of pesticides and ensures such applications of pesticides are applied in accordance with established laws, regulations, methods, and techniques.
- Establishes the best application methods for each application of pesticides. Calibrates equipment accordingly. The district utilizes backpack blower, UAV Drones, and hand applications.
- Performs various surveillance operations consistent with typical mosquito control practices. Larval surveillance, adult surveillance using mosquito traps, and mosquito complaints.
- Determines when and where larvicide treatments are warranted.
- Maintains all equipment of the district
- Provides public education and interacts with citizens in the field.
- Identifies, counts, and sorts mosquitoes collected in the traps. Recognizes any potential abnormalities in counts or species and acts accordingly.
- Manages and maintains a system of operating records and ensures that all daily reports and records are saved and accurately completed
- Maintains the office building. This includes relocating the office.

## **Experience and Qualifications Desired**

- Bachelor's degree in entomology, biological science preferred or at least four (4) years of experience with increasing responsibility in mosquito abatement or a related field of vector control with at least two (2) years of supervisory work.
- Financial skills sufficient to conduct the District's business, coordinate payroll and payment of expenditures using Intuit QuickBooks.
- Washington State Pesticide applicator License.
- Washington State Driver's license.
- Proficient with Microsoft Office applications.
- Part 107 Drone Pilot certification.
- Familiarity with Frontier Precision FieldSeeker Application.
- Precision Vision UAV Application by LeadingEdge.
- Experience with Unmanned Aerial Systems (UAS/drones) and Geographical Information Systems (GIS).
- Moderate physical activity is required on a regular basis including lifting, reaching, pulling, and carrying up to fifty (50) pounds.
- Walking for long distances and climbing over and around natural obstacles and uneven ground.