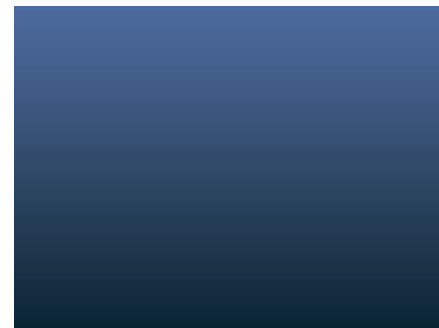




# District Manager

## – MISSION –

*"To safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors."*





## THE POSITION

The San Mateo County Mosquito and Vector Control District Board of Trustees is searching for a **leader capable of continuing and building upon the agency's accomplishments**. The District implements an integrated mosquito and vector management program using **technological advancements**, operates a **state-of-the-art laboratory** to do in-house identification and disease evaluation, and maintains an **extremely high customer satisfaction rate**. If you are passionate about public service and wish to work for a talented agency with a clear mission, you've come to the right place!

The District Manager operates in a variety of administrative, technical, financial, management, and strategic policy capacities. Examples of duties may include:

- » Advise, consult, and strategize with the 21-member Board of Trustees on District business
- » Work with Board and staff to prepare and administer the District's budget including high financial level decisions on operations, technical programs, personnel, benefits and pensions
- » Deliver reports to the Board on finances and metrics
- » Hire, direct, and evaluate Department Directors
- » Liaise with peer mosquito and vector control districts, sponsoring member governments, state and federal regulatory agencies, professional associations, and the California Legislature

To learn more, go to: [smcmvcd.org](http://smcmvcd.org)



## ABOUT THE AREA

The San Francisco Bay Area encompasses the major cities and metropolitan areas of San Francisco, Oakland, and San Jose, along with smaller urban and rural areas. Home to almost 8 million people, the nine-county Bay Area is the second largest in California (after Los Angeles). San Mateo County, which comprises much of the San Francisco Peninsula, consists of coastal areas and beaches, mountain lakes, and low-lying bay shore lands. It is truly "All of California in one County." It is largely divided into two major areas: the more rural, western, coastal section and the more urbanized, bayside section.

The Bay Area is renowned for its natural beauty, entrepreneurship, and diversity. The area's natural beauty is enhanced by rich commercial, retail, and cultural centers. There is an abundance of local, regional, and statewide recreational and cultural activities. Yosemite National Park, Lake Tahoe, and numerous coastal communities, such as San Mateo County's communities of Pacifica and Half Moon Bay, dot California's beautiful shoreline and are all within driving distance. The Bay Area hosts professional ballet, opera, museums, theatre, world-renowned universities, and other cultural amenities; additionally, it hosts teams from all major professional sports leagues.

## AWARDS AND RECOGNITIONS



The Special District Leadership Foundation "**District of Distinction**":

this highlights a district's prudent fiscal practices along with other areas important to effectively operate and govern a special district.



The Government Finance Officers Association "**Certificate of Achievement in Excellence in Financial Reporting**": this

recognizes state and local governments that go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. The San Mateo County Mosquito and Vector Control District is **one of only two such districts in the country** to have this recognition.



The Special District Leadership Foundation "**District Transparency Certificate of Excellence**": this demonstrates

transparency in the operations and governance of special districts to the public and provides special districts with an opportunity to showcase their efforts in transparency.



## ABOUT THE DISTRICT

The District is an independent special district. It boasts a cutting-edge laboratory and excellent staff who are dedicated to protecting public health by testing and controlling disease vectors including mosquitoes, ticks, rats, as well as nuisance pests such as nesting yellow jackets and Africanized honeybees.

The District's origins date back to 1904 when the Burlingame Improvement Club asked entomologists from the University of California for assistance with fighting mosquito infestations. It officially became a special district in 1916 and has the distinction of being one of the first mosquito control districts established in the country. Much has changed over the last century, and now, the San Mateo County Mosquito and Vector Control District provides mosquito abatement services in all cities and unincorporated areas of San Mateo County.

The District has played a vital role in maintaining the environment and protecting residents from disease-transmitting mosquitoes for decades. The District serves approximately 750,000 residents in a roughly 450-square mile area.

### Recent Accomplishments

- » **Eradication of the non-native *Aedes aegypti*** from San Mateo County in 2014-2015. This mosquito is well-known to carry diseases like dengue fever, Zika, and yellow fever.
- » Acquisition and deployment of **MapVision**, a map-based data management system to pinpoint service calls, infrastructure, and swarms of mosquitoes.
- » Completion of a **programmatic Environmental Impact Report**, which analyzed current and future operational practices involving issues such as noise, the effect of pesticides, preserving endangered species, and greenhouse gas emissions.

Beyond traditional abatement efforts, the District also provides extensive education and outreach services to the public. This includes presentations to schools, community groups, and other organizations; various community events like fairs and the District's Annual Open House; and even insect and pest identification for the public.

The District has invested in pursuing excellence and transparency for the benefit of its residents. This is evidenced by receiving numerous accolades from state and national accrediting institutions.

## DISTRICT GOVERNANCE

The District is overseen by a Board of Trustees comprised of 21 members, each appointed by their city of residence (20 cities) with one member representing the County-at-Large. Trustees are appointed for terms of two or four years and can be reappointed.

The budget is adopted by the Board of Trustees each year. The current year budget (Fiscal Year 2020) totals \$5.8 million and supports District activities in providing mosquito and vector control services to County residents. Funding also supports education programs that are presented by staff at school and civic group meetings.

The Board of Trustees hires a District Manager who is charged with effectively accomplishing the District's mission. The District Manager is supported by 20 permanent, full-time staff as well as part time and seasonal hires during the summer mosquito season. At its summer peak, the District employs 34 full time employees and two part time employees.

## IDEAL CANDIDATE

The San Mateo County Mosquito and Vector Control District seeks a seasoned professional public sector manager to become its next District Manager. The ideal candidate will be experienced in **mosquito and vector control programs**, preferably with increasing responsibility in the field combined with a relevant degree in *biology, entomology, public health, or a related field*. This experience will be complemented with demonstrable management skills in communication, motivation, delegation, data analytics and reporting, and public finance. The successful candidate will: be **charismatic, open, and approachable**; easily adjust their communication style based on the audience (such as board, staff, local officials, industry groups, or legislators); and have the capacity to **manage large boards** and committees comprised of individuals with a variety of competing opinions.

Some additional criteria identified as providing value include:

- » Being a motivated public servant who is passionate in preserving the public's health through a rigorous and comprehensive mosquito and vector control program.
- » Being a collaborative person who is willing to trust the staff, learn from others, and be open to feedback.
- » Being a solution-oriented strategic thinker.
- » Being proactive with a vision for the future and an ability to develop that vision into implementable long- and short-term plans.

Please refer to the District website for a complete job description: <https://www.smcmvcd.org/current-openings>



## Anticipated Recruitment Schedule

May 1, 2020 – Recruitment period begins

June 8, 2020 – Resume review and candidate screening begins

Mid-June 2020 – Candidate screening interviews conducted by CPS HR

July 2020 – Panel interviews conducted

September 2020 – Anticipated official placement

*The District reserves the right to modify the recruitment and selection process at any time. If you have any questions about the process, please contact Andrew Nelson at CPS HR Consulting.*

## EDUCATION AND EXPERIENCE

Competitive applicants will possess:

**Education:** At least a bachelor's degree from a 4-year college or university in entomology, biology, ecology, public health, public administration, or a related field. Possession of a master's or doctoral degree in these fields is preferred.

**Experience:** A minimum of ten (10) years of professional experience with increasing responsibility supervising and/or managing employees, including at least five (5) years in administration, financial/fiscal management, and personnel management. Significant experience in mosquito and/or vector control or equivalent public health discipline is preferred.

## COMPENSATION

Compensation and benefit package will be *competitive and negotiable* depending on the experience and qualifications of the chosen candidate. A reasonable expectation for a starting salary range is between **\$160,000 - \$180,000** plus excellent benefits, including:

- » 100% employer-paid medical, dental, and vision insurance for the employee and dependents
- » District-paid \$50/month contribution to a Health Reimbursement Arrangement (HRA) for qualified health expenses
- » Flexible Spending Account (FSA) with employee-only contributions
- » Long-term disability insurance
- » San Mateo County Employees' Retirement System retirement (SamCERA)
- » Classic 2% @ 55 ½ for members prior to 2013
- » PEPR 2% @ 62 for those joining after 2013
  - » District pays the required employer's share of contributions; employees pay any required employee share; contribution rates vary depending on the plan

- » Vacation accrued between 12-25 days per year based on years of service
- » 2 personal days per year
- » 13 ½ paid holidays per year
- » 1 day/month of sick leave
- » Optional 457(b) supplemental retirement account with employee-only contributions

The compensation and benefits listed above represent a summary only and are subject to change. The District will negotiate a complete employment contract with the selected candidate.

## APPLICATION AND SELECTION PROCEDURE

**This position is open until filled.** To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, June 8, 2020**. Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application:  
<https://executivesearch.cpshr.us/JobDetail?ID=647>

Confidential inquiries regarding this position are encouraged. For further information contact:

**CPS HR CONSULTING**

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Executive Recruiter  
CPS HR Consulting  
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Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the Board of Trustees. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

The San Mateo County Mosquito and Vector Control District is an equal opportunity employer. Should you need any accommodation in this process, please contact Andrew Nelson at CPS HR Consulting.

