



# General Manager







## THE ORGANIZATION

The Greater Los Angeles County Vector Control District (GLACVCD) is a public health agency that is enabled and empowered as a result of legislation incorporated in the California State Health and Safety Code to provide ongoing mosquito and vector control for its residents. The District was formed in 1952 and protects residents from vector-borne disease.

The District has evolved over time and now provides mosquito, midge, and black fly control services to nearly six million residents in 36 cities and unincorporated portions of Los Angeles County, totaling an area over 1,000 square miles. GLACVCD's services are funded by ad valorem property and special assessment taxes on each parcel within the District. The assessment is based on land use and parcel size.

The 37 trustees represent the following areas: Artesia, Bell, Bellflower, Bell Gardens, Burbank, Carson, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, La Mirada, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South El Monte, South Gate, Vernon and Whittier.

### What is Vector Control?

A "vector" is defined in the California Health and Safety code Section 2002 as "any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort". The District specializes in mosquitoes, black flies, and midges.

The District follows a comprehensive integrated vector management strategy that includes:

- **Surveillance** – Vector populations are surveyed with a variety of sampling tools and laboratory techniques to determine whether vector-borne diseases are prevalent. The abundance of vectors like mosquitoes indicates the level of public health risk. Mosquitoes are tested routinely whether West Nile Virus (WNV), St Louis encephalitis (SLE), and western equine encephalomyelitis (WEE) viruses are circulating. The risk for emerging diseases caused by chikungunya, dengue, and Zika viruses is also evaluated.
- **Prevention and Control** – Areas where vectors may rest, develop, or reproduce are identified and treated. The broad control strategies are:
  - » *Source Reduction* – standing water or other harborage that may support mosquitoes and other vectors is reduced or eliminated.
  - » *Environmental Control* – the environment is altered to make it less conducive to develop or harbor mosquitoes and other vectors.
  - » *Biological and Chemical Control* – natural predators such as mosquito fish or biorational pesticides are used to eliminate or manage vector populations.
- **Public Education and Outreach** – information for residents and local agencies is provided at no additional cost through print literature, press releases, community events, classroom programs, social media posts, and local events.

## GOVERNANCE

The District's governing power is vested in its 37 members of the Board of Trustees. One trustee is appointed by each of the 36 cities and the County Board of Supervisors appoints a member to represent unincorporated areas of Los Angeles County. To be appointed, the member must reside in and be a resident voter of the representative city (or county for county member) in the District. Board member duties and responsibilities include setting policy, establishing the budget, approving expenditures, and retaining legal counsel. The trustees serve a minimum of two or four-year terms without compensation but do receive an in-lieu travel expense of \$100 for attending each regularly scheduled board meeting.

### **GLACVCD Mission Statement:**

Our mission is to reduce populations of public health vectors below nuisance levels, prevent human infection associated with mosquito-transmitted diseases, and prevent the loss of property values and commercial enterprise as the result of vector occurrence and activity.

## THE POSITION

The General Manager plans, organizes, manages, and provides administrative direction and oversight for all 132 District staff, functions, services, and activities; provides policy guidance and program evaluation to the Board of Trustees; coordinates District services and activities among District departments; fosters cooperative working relationships with intergovernmental, regulatory agencies, and various public and private groups; and performs related work as required. This position is also responsible for preparation and administration of the District's \$18.8 million annual budget and budget priorities. Solid experience in finance, policies and procedures administration, and human resources are important. This position will report to and work collaboratively with a 37-member Board of Trustees and requires strong knowledge of public meeting process and protocols.

## THE IDEAL CANDIDATE

The ideal candidate is a visionary, strategic, and compassionate leader and effective communicator; possessing extensive expertise managing staff and creating organizational structure with a focus on collaboration and efficiency. As the General Manager interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance. The successful candidate will have a proven track record creating efficiencies and implementing best practices, while establishing strong relationships inside and outside the organization, with Trustees, and within state and national vector associations. The ideal candidate will possess a passion for public service, a high standard of professionalism, and be transparent, fair, and equitable.

## Priorities and Opportunities

- Assess staff needs and office space to accommodate future growth.
- Implement sterile insect techniques (SIT).
- Staff development and succession planning due to impending retirements over the next five years. Provide opportunity for cross-training and attendance to industry conferences.
- Devise effective strategy to recruit 42 seasonal employees each year.
- Growing scope surrounding urban stormwater, utility vaults, and best management practices.
- Strong organizational skills with the ability to balance multiple projects with competing deadlines; ability to delegate when necessary.
- Strategic planning and budgeting for 2022/2023 and beyond.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree from an accredited college or university with major coursework in entomology, biological sciences, public administration, political science, business administration, or a related field. A Master's degree is preferred.
- Seven (7) years of increasingly responsible experience in vector control, public administration, communication, or business management in the public sector, including at least three (3) years of administrative or management experience.
- Possession of, or successful acquisition within 12 months of appointment, a valid certification in Public Health Vector Control Categories "A," "B," and "C," as required by the California Department of Public Health, is encouraged.





## COMPENSATION AND BENEFITS

**The salary range for this position is \$175,000 - \$195,000 depending on experience.**

- Beginning the first of the month following your hire date, you are eligible to receive a District contribution of \$800.00 (Employee Only), \$1,400.00 (Employee + 1), or \$1,800.00 (Employee + Family) under the District's Section 125 Plan to help offset health, dental and vision premiums. Eligible employees who waive medical benefits receive a tax deductible, cash-in-lieu of benefits monthly payment of \$250 (Employee Only) or \$450 (Employee + Family).
- You will be granted sick leave at eight (8) hours per month or ninety-six (96) hours per year.
- The District observes fourteen (14) paid holidays and you will receive an additional eight (8) hours of floating holiday time each year.
- Two weeks of vacation and 1 week of administrative time off, subject to negotiation.
- An auto allowance of \$500.00 per month.
- A designated District issued business laptop and cell phone.
- You have the option to enjoy a 9/80 work schedule.
- A short-term disability policy paid 100% by the District.
  - » Voluntary benefit coverage options include: 457 deferred compensation contributions
  - » Accident, Cancer, and Critical Illness Insurance
  - » Child Life Insurance
  - » Employee & Spouse Life Insurance and Accidental Death & Dismemberment
  - » Healthcare & Dependent Care flexible spending account (FSA) plans
  - » Long-Term Disability Insurance

**Retirement for Current Classic CalPERS Members** - For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2% @ 55; highest single year of compensation. The District pays post-retirement health benefits based on the employee's completed years of service pursuant to Government Code Section 22893 which provides partial (50%) payment of premium for a retiree who has at least 10 years of CalPERS service credit (at least 5 of which are with the District) and up to 100% of premium after 20 years of CalPERS service credit (at least 5 of which are with the District). This amount includes the PEMCHA minimum contribution. For each annuitant with enrolled family members, the District will contribute an additional 90% of the weighted average of the additional premiums required for enrollment of those family members. To receive this benefit, you must retire from the District and must satisfy eligibility requirements.

**Retirement for New PEPR CalPERS Members** - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3-year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by State law. An allowance of \$50 per month will be placed in a stand-alone retiree-only health reimbursement account (HRA) and is available to you upon termination or retirement provided that you are employed with the District for five (5) consecutive years.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position is open until filled.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/general-manager-6/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



**Koff & Associates**  
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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the GLACVCD. The GLACVCD will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.