



MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

# District Manager





## MARIN AND SONOMA COUNTIES

Marin and Sonoma Counties lie nestled between the marsh-lined northern shores of San Pablo Bay, the forested mountains of Mendocino, and the cool waters of the Pacific Ocean. This is the pastoral and agricultural region where northern California's wine industry was born more than a century ago. Its gentle, Mediterranean-type climate with warm summer days and cool nights, rainfall concentrated in the winter and early spring, sloping hillsides and abundant waterways make for great local cuisine and living conditions. The Counties are also home to about 763,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural and community heritage.

The two counties contain over 250 wineries, the Muir Woods National Monument, Stinson Beach, Point Reyes National Seashore, Mount St. Helena, Mount Tamalpais, Sonoma Coast State Beach, Bodega Bay and many beaches, rivers, streams, mountains, regional parks, museums and historical sites. Major sports events such as the Dipsea Race (America's oldest cross country running event), King Ridge GranFondo long-distance cycling event, and mountain biking on the slopes of Mount Tamalpais and other civic/community activities also contribute to more than 7.4 million tourist visits each year, adding more than \$1 billion in revenue to the local economies. Marin and Sonoma Counties are also part of the dynamic San Francisco Bay Metropolitan Area that offers residents and visitors easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Other major employers in the region include a number of dairies and farms (many that are organic), medical & healthcare services such as Kaiser Permanente, Marin General Hospital, Santa Rosa Memorial Hospital, Sutter Memorial Hospital and BioMarin. AutoDesk, Fireman's Fund Insurance, and the US Coast Guard are also significant regional employers. Institutions of higher education in the region include Sonoma State University, Dominican University, College of Marin, and Santa Rosa Junior College. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Marin and Sonoma Counties offer their residents the ideal mix of country living and big city amenities.

## THE DISTRICT

The Marin/Sonoma Mosquito and Vector Control District, founded in 1915 as the first Mosquito Abatement District in California, protects the health and welfare of the communities it serves from mosquitoes and vector-borne diseases by utilizing cost-effective, environmentally responsible integrated vector management practices.

The District's 36 full-time staff and 24-member Board of Trustees serve more than 763,000 residents and numerous visitors in a 2,200-plus square-mile service area. The District has an annual operating budget of \$11 million and benefits from stable revenues and healthy reserves.

Headquartered in a modern purpose-built facility in Cotati, the District offers excellent working conditions and is convenient to nearby residential areas and recreational opportunities. Vector surveillance, control and inspection services are provided to residential and commercial properties as well as regional parks and State and Federal Fish and Wildlife agencies.



To learn more about the Marin/Sonoma Mosquito and Vector Control, go to: [www.msosquito.org](http://www.msosquito.org)

## PRIORITIES AND OPPORTUNITIES

- Continue staff development and succession planning efforts to prepare for impending retirements over the next few years.
- Ensure the District's readiness for the arrival of invasive mosquito species.
- Devise effective strategies to meet environmental challenges such as the climate crisis and sea level rise. Prepare to comply with the coming state mandates for zero-emission public vehicle fleets and San Francisco Bay Area regional mandates for building electrification as applicable.
- Stay abreast of emerging technologies in vector control, and work with staff to implement innovative methods and materials as appropriate.
- Balance and prioritize multiple projects with competing deadlines.
- Conduct strategic planning and budgeting for 2024/2025 and beyond. Ensure continued fiscal stability through careful financial forecasting, prudent budgeting, and enhancing long-term revenues.
- Consider staffing needs, and continue a project to assess needs for office, workshop, and storage space.
- Implement an upgraded vector control computer database system.
- Maintain a strong focus on safety & risk management/loss prevention.
- Work with six other Bay Area mosquito districts to complete a joint project in progress to update CEQA PEIR (Environmental Impact) documentation.



## THE IDEAL CANDIDATE

The ideal candidate is a visionary, strategic, and empathetic leader who is an effective communicator and possesses extensive expertise in managing staff and optimizing organizational structure with a focus on collaboration and efficiency. The District Manager interacts with a wide variety of internal and external stakeholders, so exceptional interpersonal skills and political acumen are essential. The successful candidate will have a proven track record of creating efficiencies and implementing best practices, while establishing strong, collaborative, and responsive relationships with the Board of Trustees and District staff at all levels. The ideal candidate will possess a passion for public service, a high standard of professionalism, and be transparent, fair, and equitable. Experience with or knowledge of California special district regulations and operational needs is highly desirable.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities. 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 health, public administration, political science, business administration, or a related field. A Master's degree is preferred.
- Five (5) years of increasingly responsible experience in vector control, public health, 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, certifications in the CA Dept. of Public Health's Vector Control Technician Examination Categories A, B, C & D.



# SALARY AND BENEFITS

**\$176,688-\$250,725**

## Salary Negotiable depending on Qualifications and Experience

The District provides a comprehensive benefit package to employees. A summary of key benefits is listed below.

The excellent benefits package includes:

- Health Insurance (District pays approximately 80% of premiums)
- Dental and Vision Plans (100% District paid)
- Retirement: Participates in Marin County Employees Retirement Association (MCERA): Tier 1 (Classic) 2%@55.5 and Tier 2 (PEPRA) 2%@62
- Holidays – 14 paid holidays (includes 2 floating holidays)
- Vacation – 80 hours per year (accrual increases with years of service)
- Sick Leave – 8 hours per month
- Management Leave – 64 hours per year
- Life Insurance – \$30,000 policy (District paid)
- Deferred Compensation Plan available for employee contributions
- Employee Assistance Program (District paid)
- Retirement Health Savings Account (RHSA) – District contributes to a portable plan



## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position will be open until January 5, 2024 .**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/msmosquito-district-manager/>

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application.

For additional information please contact:



**Koff & Associates**  
A Gallagher Company

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The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a virtual screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the District. The District will then select candidates who will be invited to participate in a formal, in-person interview process.