



ASSISTANT GENERAL MANAGER

\$147,606 - \$188,386 Annual Salary



Koff & Associates
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THE DISTRICT

Coachella Valley Mosquito and Vector Control District is a public health agency dedicated to protecting the residents and visitors of the Coachella Valley from mosquito- and vector-borne diseases. As a special district accountable to the community, we serve cities throughout the Coachella Valley and unincorporated areas of Riverside County through science-based, environmentally responsible vector control programs.

Our mission is to protect public health by reducing the risk of disease transmission from mosquitoes and other vectors through proven scientific, educational, and sustainable practices. Using an integrated vector management approach, we combine surveillance, control, public outreach, and ongoing evaluation to deliver effective and efficient services while minimizing environmental impact.

In partnership with local communities, agencies, and stakeholders, the District is committed to integrity, transparency, collaboration, and innovation. Through education, service, and responsible stewardship of public resources, we work every day to create healthier, safer communities across the Coachella Valley.

THE POSITION

Under the direction of the General Manager, plans, organizes, manages, and provides direction and oversight for managers, functions, services, and activities; provides highly responsible and complex administrative support to the General Manager; manages sensitive, confidential and complex assignments; coordinates administrative activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental, regulatory agencies, and various public and private groups; performs the duties of General Manager during their absence; and performs related work as required.



THE POSITION CONTINUED

Executive Leadership & Continuity

Serves as acting General Manager in the General Manager's absence, ensuring continuity of operations, leadership, and Board support. Provides high-level administrative and strategic support to the General Manager on complex, sensitive, and confidential matters.

Strategic Planning & Policy Development

Collaborates with the General Manager and Department Managers to advance strategic business plan goals and organizational priorities. Develops, implements, and evaluates operating policies, procedures, and management practices. Provides recommendations on policy, strategic initiatives, and organizational impacts.

Organizational & Administrative Management

Oversees daily administrative operations, including approvals for payroll, purchasing, contracts, and work orders. Ensures organizational effectiveness, accountability, and coordination across departments. Plans and facilitates management and staff meetings.

Workforce Management & Labor Relations

Works with Department Managers to evaluate employee performance, ensure quality of work, address performance issues, and support staff development. Applies corrective or disciplinary actions as needed, in consultation with the General Manager. Ensures workforce alignment with District priorities and standards.

Financial Oversight & Budgeting

Participates in the development and administration of the District's annual budget. Assists with long- and short-term financial planning, capital improvements, and funding strategies. Advises on financial matters affecting District operations.

Governance, Board & External Relations

Assists and advises the General Manager on Board-approved goals, objectives, and procedures. Attends and participates in Board, committee, and professional meetings. Prepares and presents staff reports, management updates, and special project reports.

Risk Management, Safety & Compliance

Oversees District risk management and safety programs to ensure regulatory compliance and workplace safety. Coordinates with legal counsel on public nuisance cases, abatements, and related documentation for Board action.

Technical Knowledge & Professional Development

Stays current on developments in vector control, public health, and related technical fields. Monitors emerging trends in communications, finance, human resources, and organizational management.



IDEAL CANDIDATE

The Assistant General Manager is a newly created leadership role focused on strengthening organizational effectiveness, and internal operations at the Coachella Valley Mosquito and Vector Control District. The ideal candidate is an experienced public sector people leader with strong knowledge of California regulations and labor environments. The candidate is a collaborative, servant-minded leader who can work effectively within a long-tenured, close-knit organization, manage change with empathy, and support department leaders through decisions. Successful candidates will bring high emotional intelligence, strong communication skills, and a proven ability to build trust, manage teams, and foster a healthy, ego-free culture while respecting the District's history and diversity.

QUALIFICATIONS

Education and Experience:

Master's degree in biology, entomology, public health, business management, organizational development, or public and/or business administration from an accredited university is preferred.

Five years of experience in vector control or in managing technical, field-based, or public health programs. Direct experience in mosquito or vector control is preferred. Must include at least three years in a supervisory or managerial role

Other: Possession of a valid California Driver license and driving record acceptable to CVMVCD insurance carrier; successful completion of pre-employment physical examination, drug screening, and background check. Possession of, or ability to obtain within two (2) years of employment, valid certification by the State of California as a Certified Technician in mosquito control, terrestrial invertebrate control, and vertebrate control.

COMPENSATIONS & BENEFITS

The salary range for the position is \$147,606 - \$188,386 Annual Salary annually

Health Benefits : CalPERS cafeteria plan – 100% covered by District

CalPERS Pension: 2% at 60

457 Plan: District contributes 3.825% of Employees salary

Vacation: 25 days or 200 hours per year

Holidays: 13 ½ days per year

Sick Leave: 8 hours per month

Administrative Leave: 10 days per year

Auto Allowance: \$3,600 per year

APPLICATION & RECRUITMENT PROCESS

The final filling date is May 15th, 2026

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/cvmvcd-assistant-gm/>



For additional information, please contact:

Chelsea Freeman

510.570.3844

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Website: <https://koffassociates.com/>

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, a Gallagher Company, will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



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