District Manager

Position Description

August 2026

Mission Statement: To suppress mosquito populations within the District boundaries, to provide public education, and to develop subsequent mosquito control strategies.

POSITION SUMMARY (GENERAL RESPONSIBILITIES):

The District Manager reports directly to the Board of Directors and is responsible for the control of mosquito populations within the service boundaries of the Grand River Mosquito Control District (GRMCD). Included is participation in the preparation and implementation of the strategic plan, development of the annual budget, as well as the subsequent administration of the budget. He/she is responsible for the daily operations of the District, including staffing (e.g., hiring, firing, demoting, promoting, etc.) of the organization's employees and overseeing the activities of the field supervisors, surveillance, laboratory, human resources, and regulatory compliance. Other day-to-day activities include payroll, purchasing materials, public relations and education, appropriate data compilation and reporting, and other general office functions.

EMPLOYMENT STATUS: Full Time, Regular, Exempt.

COLORADO EQUAL PAY FACTORS: Seniority, Merit, and Education, Training & Experience.

ESSENTIAL FUNCTIONALS (Employee must be able to fulfill the following essential functions with or without reasonable accommodation):

1) Manage the effort to control mosquito populations within the District service area.
2) Supervise the employees of the District, including all hiring and firing.
3) Implement annual performance appraisals for all regular full-time staff.
4) Allocate funds and administer the District budget.
5) Prepare and maintain the District's strategic plan and administer it.
6) Collect, analyze, and report data relating to mosquito populations.
7) Manage the employee payroll.
8) Respond to emergencies.
9) Compile and submit reports, serve as liaison, and attend meetings with the Mesa County Health Department staff as needed.
10) Staff the organization, including interviewing and hiring of all regular full-time positions.
11) Manage the District's safety program and ensure safe work practices by District employees.
12) Manage the District's property access agreement program.
13) Assures compliance with applicable Federal, State and Local policies and regulations.
14) Prepare reports as required by the Board of Directors.
15) Train employees.
16) Work cooperatively with state and local public health departments, civic groups
17) Implement public education and community relations programs for the District including managing marketing consultants, response to media requests, and constituent's concerns.
18) Attend and present mosquito related information at public meetings.
19) Prepare mosquito-related news releases and articles for public consumption.

20) Supervise the order of supplies including application materials, surveillance tools, and office/building supplies.
21) Post public meetings at defined, required locations and coordinate board and public meetings.
22) Participate in continuing education programs to ensure effective and efficient methods for controlling mosquito populations.
23) Responsible for securing and maintaining appropriate permits and licenses for public health pesticide application in the State of Colorado.
24) As directed, act as the District's budget official and oversee the preparation of the annual budget.
25) As directed, act as the District's audit official, by preparing the appropriate documentation for and answering audit questions for the District's auditor.
26) As directed, act as the District's election official by overseeing the election process for inclusion and board member elections.

ADDITIONAL FUNCTIONS:

1) Perform other related duties as assigned by the Grand River Mosquito Control District Board of Directors.

EDUCATION AND EXPERIENCE REQUIRMENTS:

1) Bachelor's degree in a biological science, public health, Public Administration, or equivalent experience.
2) A minimum of four years relevant managerial experience is preferred.
3) A minimum of four years' experience working in the field of pest or vector control is preferred.
4) Must hold and maintain a valid Colorado Driver's License within 3 months.

SPECIALIZED QUALIFICATIONS AND SKILLS REQUIRED:

1) Proven proficiency in leadership and management skills.
2) Must communicate effectively, particularly in a group environment.
3) Must organize and express ideas effectively.
4) Excellent written and oral communication skills.
5) Excellent organizational skills.
6) Must work with and motivate people of various age groups, educational backgrounds and experiences.
7) Excellent problem-solving skills.
8) Must exhibit supervisory skills.
9) Must exercise prudent judgment.
10) Demonstrated proficiency with the MS Office and ArcView GIS mapping.
11) Demonstrated proficiency in collection, analysis and interpretation of mosquito related population statistics.
12) Must possess excellent emergency management skills.
13) Must possess a general knowledge of equipment generally used in mosquito control activities, e.g., ULV applicators, backpack sprayers, CO2 baited CDC light traps, microscopes, etc.
14) Must obtain Colorado Department of Agriculture Qualified Supervisor – Public Health Control within 6 months.

PHYSICAL REQUIREMENTS:

1) Sitting, standing and walking in office environment.
2) Must traverse rough terrain on foot.
3) Perceive and comprehend by the sense of sight.
4) Must communicate with others, including hearing, speaking, and listening.
5) Push/pull, such as office and audio/video equipment.

6) Lift up to 65 pounds.
7) Must drive on local and off road.
8) Must participate in District's random drug and alcohol testing program.

WORKING CONDITIONS:

1) General office environment for 75% of the time.
2) Office is equipped with adequate lighting and temperature and there are few hazards or unpleasant conditions caused by noise, dust, etc.
3) Hiking in mosquito habitats and in agricultural settings 25% of the time.
4) While working in the field the employee will encounter adverse working conditions including inclement weather, loud noises, dust, etc.
5) Employment includes public and internal education that requires addressing groups.
6) The work requires the employee to be mobile and attend outside meetings on a regular basis.
7) Regular work hours 8:00 a.m. to 5:00 p.m. Monday through Friday.
8) Position requires on-call status at all times.

ACCOUNTABILITY:

The District Manager is accountable to the Grand River Mosquito Control District Board of Directors.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THE POSITION:

APPLICANT:_____ **DATE:** _____