

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Director of Mosquito Control
Department: Mosquito Control
Reports To: Commissioners' Court
Salary: 33.9456/hour or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Plans and schedules department work; meets daily with supervisory personnel to discuss and review jobs, materials needed, and assignment of personnel and equipment. Consults with Entomologist regarding surveillance reports and the best time to schedule control measures; reviews status of work in relation to surveillance reports of control required. Insures that necessary safety measures in regard to chemical herbicides and pesticides are implemented; insures that all applicable state and federal regulations are observed. (Texas Department of Agriculture; Texas Department of Health; Environmental Protection Agency; Federal Aviation Administration). Purchases equipment, materials and supplies; insures that equipment and supplies are available when needed. Provides overall supervision of department personnel; develops procedures and establishes priorities; interviews, hires, and insures proper training of employees; authorizes overtime and time off; counsels and disciplines; develops department budget to include salary adjustments. Prepares the annual budget for the department and submits it for approval; administers and monitors the budget. Prepares monthly and annual reports of Mosquito Control District activities. Responds to complaints and requests from the public; interacts with county officials and other departments; attends conferences and seminars; attend the Texas Mosquito Control Association meetings. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor is all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer/mainframe computer terminals, copy machine, fax machine and other general office equipment.

JOB REQUIREMENTS

Education & Experience: Bachelor of Science degree in Entomology or Business Management; **minimum of 10 years related job experience in mosquito control**; some managerial experience is preferred.

Specialized Requirements: Licenses for Laws and Regulations and Vector from the Texas Department of Agriculture.

Knowledge, Skills & Abilities: Strong verbal and written communication skills; working knowledge of personal computer, strong math/accounting skills (to prepare and administer department budget); excellent interpersonal skills, including ability to deal effectively with all levels of employees and with the public; strong management and supervisory skills; analytical skills.

WORK SITUATIONS/DEMANDS/EFFORT: Requires organizing; prioritizing; accuracy; attention to detail; working with the public; flexibility in order to coordinate a variety of activities; handling stressful and emergency situations (i.e. high disease carrying mosquito population; misapplication of pesticides); irregular hours; out-of-town travel to attend meetings and conferences. Employee manages department and has extensive area of responsibility; develops policies and administrative guidelines.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office. Employee may be subjected to adverse weather, environmental and atmospheric conditions during field surveys or equipment inspections and to hazardous chemical fumes, odors, and dust.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; duties require occasional walking in order to conduct field surveys and for inspection of facilities.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701**

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.