



**Shasta Mosquito and Vector Control District  
Job Description**

**SCIENTIFIC OPERATIONS MANAGER  
FLSA Exempt Position**

**\$6,963-\$8,549 Monthly**

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**Interested parties who meet the qualifications must submit a District application. Resumes alone will not be accepted, but may be included with application. To obtain an application, please visit our website [www.shastamosquito.org/employment](http://www.shastamosquito.org/employment), and look in section "About Us > Employment." Apply online, or submit by e-mail to [contact@shastamosquito.org](mailto:contact@shastamosquito.org). Please attach the application materials as a Word or PDF file with the classification title, **SCIENTIFIC OPERATIONS MANAGER**, in the subject line.**

**Description:**

Under the general direction of the District Manager, the Scientific Operations Manager (SOM) is an at-will, exempt, confidential, managerial position responsible for the management of the Surveillance, Research and Laboratory Operations Department and its staff. The SOM plans, organizes, administers, develops, and implements the District's surveillance program, oversees laboratory functions, which monitors organisms of public health significance such as mosquitoes, ticks, rodents, and vector-borne disease incidence in SMVCD boundaries, as well as other scientific activities that support other District programs. This position performs advanced professional work which requires the interpretation and application of advanced concepts, methods, procedures, and technologies related to vector and vector-borne disease surveillance. Excellent communication, leadership skills and sound judgement are required.

A comprehensive benefits package is offered including medical, vision, dental, CalPERS pension, 13 paid holidays, vacation, and sick leave, optional 457 deferred compensation and/or Roth 457 plan, supplemental insurance, and supplemental benefits.

**Tasks include but are not limited to:**

- Ensures that the Laboratory program meets the surveillance and reporting requirements of the California mosquito and Vector-borne Disease Response plan, the District's Operations manual, and works with the District Manager to make any necessary

improvements to the program;

- Performs, or directs lab staff in the performance of core laboratory tasks;
- Collates and analyzes field data based on sound scientific principles and practices;
- Makes recommendations to improve data collection or analysis to better inform or evaluate control activities;
- Prepares reports and presents results as requested by the District Manager;
- Directly supervises and evaluates laboratory personnel;
- Responsible for assisting with the development, review and implementation of laboratory policies and procedures based on accepted and safe laboratory practices;
- Develops annual laboratory budget for consideration by the District Manager; promotes, solicits, and arranges studies that directly enhance the District's mission and programs;
- Represents the District at public and professional meetings;
- Acts as a technical expert in Public Outreach including, but not limited to, news articles, television press and presentations.

#### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of entomology, including natural history and ecology of vectors, biological and physical sciences, research techniques and investigative methods;
- Ability to accurately interpret and apply applicable rules and regulations;
- Ability to direct, supervise and coordinate various operational functions of the District;
- Ability to apply scientific principles to practical situations;
- Ability to use the MS Office including: Excel, Word, Outlook;
- Ability to establish and maintain effective working relationships with co-workers, professional contacts, and the public;
- Ability to effectively communicate scientific information to public;
- Ability to prepare research papers, reports, graphs, charts, or other visual representations of data;
- Knowledge of Federal, State, and Local laws and regulations pertaining to vector control.

#### **Physical Demands and Essential Duties:**

The position of Scientific Operations Manager will require work that is varied in nature.

- Individual must be sighted with the ability to demonstrate measurable depth perception;
- Ability to speak, read, and write effectively in English;
- Ability to regularly operate a motor vehicle and be insured by our insurance provider;
- Ability to regularly manipulate small parts and tools;
- Ability to regularly bend at the knees and waist;
- Ability to occasionally reach over head;
- Ability to occasionally traverse uneven ground;

- Ability to periodically perform repetitive motion associated with computer usage;
- Ability to periodically assist in the lifting of objects weighing in excess of 50 pounds;
- Ability to periodically lift objects weighing 50 pounds;
- Ability to periodically climb ladders or other objects;
- Ability to sit in one place while operating lab equipment.

### **Minimum Qualifications**

- A Bachelor's Degree in entomology or closely related field with a minimum of (5) years' experience managing a successful vector-control /laboratory/research program. A Master's Degree in entomology, epidemiology, or other closely-related field with experience in vector control is strongly preferred.
- Must have significant experience working in a biological laboratory, and supervising technical laboratory staff.
- Laboratory management experience, and experience in a laboratory specializing in processing entomological samples, and performing assays for vector-borne disease including immunological and molecular methods preferred.
- California Department of Public Health Certification in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Vector Control (Cat. A, B, C, D) and must be obtained within 12 months and maintained throughout employment.
- A valid California Drivers' License will be required at the time of employment, and must be maintained throughout employment. Must be insurable by the District's insurance carrier.
- All persons selected for appointment must pass a pre-employment medical examination including pre-employment drug testing.