

MADERA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
PERSONNEL POSITION CLASSIFICATION
Policy # 2305

Job Title: Deputy Manager

Reports To: Manager/Board of Trustees

FLSA Status: Exempt

Location: Madera County Mosquito and Vector Control District

Approved By/Date: MVCD Board of Trustees – February 17, 2026

Annual Salary Range: \$60,000 to \$80,000

Summary: Under general direction of the Manager, takes charge of the continuing operations of the Madera County Mosquito and Vector Control District (“District”); coordinates the work of operating units; assists in the planning and organizing the operations of the District; acts on behalf of the Manager as authorized; and performs related work as required.

The classification of Deputy Manager is intended as a position that is filled only as deemed necessary by the Board of Trustees (“Board”) in order to reduce the Manager’s peak workload and to serve as a capable backup for times that the Manager is on vacation or otherwise unavailable. The Deputy Manager shall be appointed by the Board and may only be dismissed by the Board.

The Deputy Manager and Manager positions are both "at-will" as provided in District Policy 2080.1.1.

Essential Duties and Responsibilities: The following reflect the essential duties and responsibilities of the Deputy Manager, and other duties may be assigned as necessary to meet the needs of the District.

The Deputy Manager is appointed by and serves at the pleasure of the Board. While the Board retains ultimate authority over the position, including the authority to issue policy-level directives, the Deputy Manager shall be under the Manager’s day-to-day supervision and control and shall assist the Manager in carrying out the operational functions of the District. In the event of a direct conflict between a directive issued by the Manager and one issued by the Board of Trustees, the Board of Trustees’ directive shall control.

The Deputy Manager shall help reduce the Manager’s workload by performing any tasks normally performed by the Manager, as outlined in District Policy Number 2300, when directed to do so. The Deputy Manager shall also assume the day-to-day responsibilities of the Manager when the Manager has a planned absence or is unexpectedly unavailable due to an emergency. The Deputy Manager shall also assume the duties and responsibilities of the Manager if so directed by the Board.

Reviews and reports to the Manager results of all continuing operations of field programs and supportive services; reviews reports and discusses progress and problems with other staff to determine that work is done in conformance with policies and program and that adequate personnel, equipment and supply resources are available as required; makes field inspections, evaluates continuing operations and problem situations and assists in resolving operational problems by setting priorities and making other adjustments as indicated.

Coordinates work of field operations with services provided by Foreman, Entomology and Source Reduction; refers difficult field problems involving scientific and technical consultation to the Manager;

sees that field operations are conducted in conformance with standards set by the technical and scientific services and oversees assistance provided by field operations units to scientific and technical investigations.

Develops and establishes a system for records for operations reporting and analysis; reviews and analyzes records, evaluates operations and investigates areas needing attention; makes studies of effectiveness of procedures used in field and office operations and develops or modifies procedures as indicated, works with subordinates in developing procedures and assists them in implementation.

Assists the Manager and Foreman in recruiting, selecting, training, counseling, evaluating and disciplining operational personnel.

Assists the Manager in preparing and administering the annual budget; reviews budget estimates and requests with unit supervisors and makes recommendations with a view to maintain good fiscal practice and effective program operations. May make authorized District purchases up to \$2,500.00 utilizing District credit card in accordance with District Policy Numbers 3120 and 3125, when directed to do so, or as necessary in the absence of the Manager. Keeps the District Manager informed on receipt, completion, and issues concerning the above.

Assists the Manager in working with other governmental agencies (health departments, irrigation districts, etc.) and private organizations to coordinate and facilitate the work of the district and to stimulate interest and assistance in vector abatement; attends and addresses community and other meetings.

Keeps informed of current developments in vector control; reads professional literature and participates in professional organizations.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports and corrects potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Three (3) or more years of responsible administrative or professional experience, preferably in a field related to mosquito abatement or vector control.

Working knowledge of administrative practice, principles of organization and fiscal and personnel management; basic knowledge of mosquito abatement or vector control programs, basic knowledge of the scope and subjects of entomology, engineering, agricultural and technical fields contributing to the effectiveness of mosquito abatement or vector control programs; familiarity with the programs of health departments, irrigation districts, reclamation districts and other agencies with functions related to mosquito abatement and vector control.

Language Ability:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software.

Certificates and Licenses:

Must possess a valid California driver's license. Possession of a Certificate of Competency issued by the State of California Department of Public Health titled "Certified Technician – Mosquito Control" is

desirable. Certification in Vertebrate and/or Terrestrial Invertebrate Vector Control is preferred and may be required as a condition of continued employment within a specified period.

Supervisory Responsibilities:

The Deputy Manager is expected to supervise District employees. He or she is responsible for coordinating with the Manager for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of Deputy Manager, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.