

Metropolitan Mosquito Control District

Executive Director

Reports to: Metropolitan Mosquito Control Commission (Commission)

Position Summary

Under the direction of the Commission, performs complex professional work providing leadership to MMCD staff; helping the District define, establish, and attain overall goals and objectives of local government; developing and implementing strategic plans and delivery of quality services to citizens. Organizational supervision is exercised over all personnel within the organization. Determines and secures resources required to provide all services desired by the Commission. Responsible for development and implementation of the District's integrated pest management programs and all other District services.

Essential Function

Direct the Management Team in developing operational and strategic plans to achieve goals of the organization that satisfy the District mission.

Work closely with the Business Administrator to develop and oversee the annual and the capital budgets and forecast future needs to achieve strategic plans.

Recommend to the Commission the annual levy and budgetary resources required to achieve goals that satisfy the District mission.

Work with lead managers to develop a talented team of employees who can lead, manage, and have the appropriate level of skills and abilities to carry out the mission of the District.

Monitor District operations and ensure employees and business practices comply with regulatory and legal requirements.

Develop the organizational culture and promote transparency and collaboration throughout the District.

Identify potential risks and opportunities within the organization and its environment to protect District interests. Direct the development of risk management programs and recommend appropriate policy implementation related to risk assessment and liability to mitigate unnecessary exposures.

Lead the liaison efforts and manage the development of effective relationships with other governmental agencies, the legislature, the media, special interest groups and citizens. Specifically responsible for the preparation and presentation of regulatory or legislative testimony. Serve as the lead spokesperson to effectively communicate District services to all District residents.

Supervises and assesses performance of direct reports.

Carries out disciplinary actions.

Cultivates positive relationships with citizens, and staff.

Perform other position related duties as necessary or directed by the Commission.

Minimum Qualifications:

- Bachelor's degree in biological science or public administration or related field.
- Three to Five years of demonstrated leadership in managing an organization.
- Seven to Ten years of experience related to supervisory of multiple departments.
- Proven skills in governmental/public relations.
- Ability to deliver effective oral and written presentations/communications of both technical and persuasive natures.

Preferred Qualifications

- Experience in the development and implementation of integrated mosquito and vector management programs.
- Background in Entomology or related field.

- Understanding of biology and behavior of vector and nuisance insects and arthropods (ticks)
- Surveillance and control methods
- Pesticides and their application methods and procedures.

Knowledge Required

- Public Administration
- Budgeting methods, budget development and budgetary control
- Funding sources (levy) and development
- Project planning and business needs assessment techniques
- Program evaluation techniques, strategic thinking, and analytical

Skills Required

- Ability to forecast future District needs and strategies to fulfill those needs to support Commission goals.
- Directing staff to implement operational and strategic plans within budgetary guidelines.
- Excellent written and verbal communication skills.
- Ability to manage, coach and empower the work of others.
- Ability to develop effective working relationships with governmental officials, legislators, special interest groups, other professionals in related fields, and staff.
- Maintaining records and preparing reports
- Prioritizing work direction or Organizational and planning skills.
- Reading and understanding maps/plans
- Using a computer and applicable software applications
- Organizational, leadership skills and planning skills
- Demonstrated skill in both oral and written communication.

Physical Requirements

Positions in this class typically require sedentary work, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Sedentary work involves maintaining a stationary position. Jobs are sedentary if moving is required only occasionally and all other sedentary criteria are met. Some work requires stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions on wet and uneven terrain. Move and transport up to 50 pounds occasionally and/or use force frequently or constantly to manipulate, lift, carry, push, pull or otherwise move objects. Certain work involves bike riding. Incumbents will be subjected to outdoor work and operation of District vehicles and equipment.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dust, chemicals and extreme temperatures, intense noise, and travel, requires license to operate a motor vehicle.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the organization.

AA/EEO Employer - Women, Minorities, and persons of disability encouraged to apply.

Affirmative Action / Equal Opportunity Employer

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