CLASS SPECIFICATION

VECTOR CONTROL COORDINATOR

DEFINITION

Under direction, plans, coordinates and supervises the Vector Control Program of the District Health Department; supervises staff and operations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university with major course work in Ecology, Entomology, Mammalogy, or Parasitology, plus four years of experience performing the full scope of vector control investigative and technical work to control of insects, rodents or other vector animals; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license is required at the time of appointment.

Certification in the State of Nevada as a General Commercial Restricted Use Pesticide Applicator in the categories of Mosquito and Public Health must be obtained within one year of appointment. Failure to obtain such certification will result in termination.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Vector Control Specialist series. Incumbents direct and participate in the activities of the Vector Control Program.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Direct activities of the Vector Control Program through the formulation, evaluation and implementation of plans, procedures and protocols for office and field operations; coordinate assigned activities with other health programs to ensure a unified approach and avoid duplication of effort

Supervise staff engaged in investigative and technical vector control operations, including staff selection, training in proper work methods and techniques, assign and review work, conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Analyze the operational impact of changes in mandates and regulations to recommend amendments to Vector Control regulations.

Submit an annual program budget, which includes cost projections, recommendations for staffing levels, materials, and written justifications.

Monitor funding and expenditures during the fiscal year; complete and submit requisitions for chemicals, supplies and equipment, factoring in projected usage levels, available storage and expected length of chemical potency.
Review public complaints and potential hazards reported by staff to determine priorities and staff assignments; conduct the more sensitive and complex field investigations.

Prepare and/or supervise the preparation of statistical and operational reports for submission to federal, state, and local entities.

Develop and implement community education programs, including presentations to schools, community groups, other agencies and professional societies; produce informational brochures on vector control problems and issues.

Review construction plans submitted to the Health Department for permit approval to evaluate environmental impact and the creation of potential vector breeding habitats.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
- Departmental/divisional policies and procedures.
- State and local laws, statutes, codes, regulations, and standards affecting the Vector Control Program.
- Countywide personnel policies such as affirmative action, sexual harassment, discrimination, and EEO.
- Management information systems and software programs used in the assigned area.

**Ability to:**
- Select, supervise, and evaluate the performance of assigned staff.
- Plan, coordinate, and direct the operations of the Vector Control Program to accomplish established goals and objectives and optimize efficiency.
- Identify work methods and procedures that promote a safe working environment for employees and others and ensure proper staff safety training.
- Incorporate existing geographic conditions of Washoe County into vector monitoring and control programs.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
- Ecology, entomology, mammalogy, and parasitology, as they relate to vector control programs.
- Federal laws and regulations affecting the operation of the Vector Control Program.
- Program elements of a multifaceted Vector Control Program, including vector borne diseases.
- Pesticides, their application, effects, and associated hazards to the environment, animal, and plant life.
- OSHA and RCRA (Resource Conservation Recovery Act) standards applicable to the Vector Control Program including the safe handling and storage of toxic materials.
- Principles of general management, supervision, and training.
Skill to:
Operate pesticide application equipment.

Ability to:
Identify species within vector populations.
Assess situations, analyze data, make appropriate decisions, and implement an effective course of action.
Interpret and apply pertinent laws, statutes, codes, regulations, and standards, including administrative and departmental policies and procedures.
Compile and maintain computerized and manual data and records.
Operate a personal computer.
Write technical, narrative reports and educational materials.
Communicate orally in a clear, concise manner, tailoring the message to the intended audience.
Make visual and verbal presentations.
Establish and maintain effective working relationships with those contacted in the course of work, including the media.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment and outdoors in various types of weather. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to use pesticide application equipment for vector control. Ability to use standard office equipment such as computers, copiers, telephones, and fax machines. Ability to work around machinery with moving parts. Ability to tolerate exposure to dust and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _______ WERCCS Job Evaluation Committee ___________ Date _______ March, 2001 _______