



January 2019  
Class Code: A-65  
FLSA: EXEMPT

## **DIRECTOR OF SCIENTIFIC TECHNICAL SERVICES**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Scientific Technical Services Department including vector management and vector-related disease surveillance; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the District Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administration direction from the District Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a department director classification that oversees, directs, and participates in all activities of the Scientific Technical Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the District Manager, in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Scientific Technical Services Department programs, services, and activities including County-wide surveillance of vector-borne diseases, identification and suppression.
- Plans, organizes, controls, integrates, and evaluates the work of the Scientific Technical Services Department; analyzes, interprets and enforces state and local environmental health laws; develops regulations and implementation procedures to eliminate, mitigate and prevent vector-borne diseases.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Directs surveillance, program design/control, abatement and enforcement activities in the areas of vector ecology and related disease control, such as mosquito control, rodent control, encephalitis virus surveillance, Lyme disease surveillance, exotic arthropod and ectoparasite recover and identification.
- Oversees and provides training and technical consultation service to District operations and technical staff; conducts training programs and workshops for staff of public agencies.
- Coordinates department activities with the Public Health Department, County officials and federal, state, regional and local government agencies; represents the District in court, at public hearings and meetings as required.
- Reviews, monitors, and makes recommendations on regulations and laws related to assigned areas of responsibilities; and may represent the District before the state legislature; works with a variety of statewide committees, commissions, organizations and task forces on vector-borne disease issues.
- Reviews scientific journals, research and technical reports; prepares and analyzes reports, plans, correspondence, records, recommendations, and other information and materials relating to the management of vector-borne disease programs.
- Provides highly complex staff assistance to the District Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in meetings of the Board, commissions, scientific conventions and committees as required and serves on assigned committees, community groups, and task forces; stays abreast of state-of-the-art trends and innovations related to vector ecology.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Directs the maintenance of working and official departmental files.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced vector control practices, entomology, parasitology, ornithology, biology, and environmental science including the natural history of Orange County.
- Integrated Vector Management principles as they apply to District services and operation.
- Long-range issues related to vector control.
- Pesticides use and safety, modes of action, and effects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research methods and analysis techniques.
- Mathematical principles.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize and manage vector control and related disease surveillance programs.
- Coordinate assigned operations with District departments and external agencies.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Scientific Technical Department and the District.
- Apply scientific principles to formulate situational judgments and decisions.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in entomology, zoology, biology or a related field; and five (5) years of experience managing environmental and/or health protection programs, preferably with an emphasis on vector ecology. A Master's Degree is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit District and meeting sites; and hearing and speech to communicate in person and over the telephone; ability to stand in work areas and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Employees must wear and use proper Personal Protective Equipment.

When assigned to field work, must possess mobility to work in moderate site conditions; vision to observe biological and environmental conditions. The job involves occasional fieldwork and walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use proper Personal Protective Equipment.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees occasionally conduct site work and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.