

North Shore Mosquito Abatement District

Position Open: Executive Director

Recruitment Period: Open Until Filled

Anticipated start date: May 1, 2018

The District is seeking applicants for the position of Executive Director. The primary responsibility of the Executive Director is to supervise all operations, planning and management of the mosquito abatement district; to apply procedures consistent with current integrated mosquito management practices and to assure that sound scientific principles are employed in mosquito control operations.

Responsibilities of the Executive Director include but are not limited to:

- Overall management of mosquito surveillance, mosquito control, laboratory, facilities maintenance/improvement and fleet management operations.
- Administer the daily operations of the District, interpreting and complying with local, state and federal laws, rules and regulations.
- Oversee administrative and budgetary issues including preparation and presentation of an annual budget, levy and appropriation proposal for the District's Board of Trustees review and approval.
- Attend all Board of Trustees meetings and present District, office and laboratory reports.
- Approve expenditures of up to \$5,000 and make recommendations to the Board for expenditures exceeding \$5,000.
- Review and approve all invoices before payment.
- Supervise the preparation, submission and control of all records, documents and reports required by local, state and federal regulation and/or legislation.
- Manage and supervise all full time and part time employees.
- Administer District policies and maintain Policy Manuals for full time and part time employees.
- Complete performance appraisals and conduct performance appraisal interviews.
- Make recommendations to the Board regarding salary increases and promotions.
- Ensure appropriate staff coverage at all times.
- Approve all overtime assignments and vacation requests.
- Manage progressive discipline procedures, including verbal and written warning, suspension, termination and other related actions as necessary.
- Represent the NSMAD at conferences and professional, media and community events.

Supervision Received:

The Executive Director is an employee at will under the administrative direction of the North Shore Mosquito Abatement District Board of Trustees, who are appointed in accordance with (70 ILCS 1005/) Illinois Mosquito Abatement District Act.

Qualifications:

The successful candidate should possess the following:

- Bachelor's Degree in biological sciences or related field.
- Experience in mosquito control operations.
- Knowledge of integrated mosquito management principles and public health pesticide use.
- Demonstrated record of successfully supervising and motivating others.
- Excellent public speaking and written communication skills.
- Excellent organizational, administrative and personnel management skills.
- Must obtain Illinois Department of Agriculture licenses for Mosquito Control Applicator and Pesticide Operator within ninety days of employment.

Preferred but not required qualifications:

- Master's Degree or higher in related field.
- Five years of experience in mosquito control.
- Five years of supervisory experience.
- Experience conducting or supervising mosquito control operational research and development projects.

Salary:

- Commensurate with education and experience.
- The District provides an excellent benefits package including health, dental, vision and life insurance as well as participation in the Illinois Municipal Retirement Fund. The position also offers vacation leave, sick leave and Illinois State holidays.

How to apply:

Submit cover letter, resume and names of three professional references (will not be contacted without applicant's approval) to:

Carol Blustein, President
Board of Trustees
North Shore Mosquito Abatement District
117 Northfield Road
Northfield, Illinois 60093

Or by email to: RNasci@nsmad.com

About NSMAD: The North Shore Mosquito Abatement District is a local government agency that provides mosquito surveillance and control services to approximately 320,000 residents living in 14 municipalities within 70 square miles of northeastern Cook County, Illinois. A five-person Board of Trustees, appointed by the Cook County Board President, governs the NSMAD. As a special taxing district, the NSMAD is supported by taxes levied on properties within District boundaries. The NSMAD has an annual budget of approximately \$1.6 million and employs seven full time staff and 12-15 seasonal field and laboratory technicians. The District recently completed construction of a new BSL-2 laboratory and a new chemical storage facility. The NSMAD maintains an integrated mosquito management and West Nile virus surveillance program supported by a GIS-based data management system. For more information, please visit our website – www.nsmad.com

NSMAD is an Equal Opportunity Employer