



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

DIRECTOR of COMMUNITY AFFAIRS

\$90,780 to \$112,764 ~Annual Salary (FY 18/19)

\$93,048 to \$115,584 ~ Annual Salary (FY19/20)

EMPLOYMENT OPPORTUNITY

ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY

Under general direction and supervision of the General Manager, and in collaboration with the operational and technical supervisory staff, the Director of Community Affairs 1) performs a wide variety of creative, administrative, and supervisory duties in the development, implementation, evaluation and management of a comprehensive public information and education program; 2) serves as a key member of the District's management team; 3) manages and guides staff and programs in the Community Affairs Department; 4) serves as District liaison to the community, member cities, the media, local and state representatives and legislators, public health agencies, and other members of the public; 5) plans and implements project initiatives to promote public awareness of vector

control and position the District statewide and nationally as an essential component in public health protection programs; 6) plans and oversees the execution of communication and crisis communication plans for the District; 7) oversees the planning, development, and maintenance of educational programs for youth and adult learning institutions within the District; and 6) serves as clerk and staff liaison to the District Board of Trustees.

THE POSITION

The Director of Community Affairs is responsible for overseeing the planning and scheduling of special community and media events that profile and promote public awareness of the District's mission, activities, and function; oversees District participation in outside organized events, such as fairs, exhibits, and attractions that profile and promote public awareness of the District's mission, activities, and function; plans and oversees the implementation of District educational programs both in and out of the classroom; supervises and collaborates with the PIO to write, review, and publish media releases and informative articles associated with District activities and events; oversees the creation and development of multimedia informational and educational materials relating to the District's activities; oversees the creation and publication of District newsletters/news releases;

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is recommended at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 6.25% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

Dental Insurance: Covered through The Standard Dental at the employee's cost.

Vision Insurance: Covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to employee HRA.

Deferred Compensation: Two optional plans available at employee's cost.

Short Term Disability: The District pays 100% of the premium towards STD insurance

Voluntary Benefits: Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

CONTACT INFORMATION: 12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670
HUMAN RESOURCES DEPARTMENT (562) 944-9656 F- MAIL : HR@GLACVCD.ORG

writes public and community correspondence and may serve as spokesperson for the District.

EDUCATION and EXPERIENCE:

Minimum of a Bachelor’s degree, with a Master’s degree preferred, from an accredited college with an emphasis on communications, journalism, public relations, or biological sciences and at least five (5) years of increasing responsibility working for a public health, vector abatement, or other public agency. Relevant experience should include extensive contact with the public, members of private industry and governmental entities in a public education or public relations capacity.

SELECTION PROCESS

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the

Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT

Possession of a current valid driver’s license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver’s license and reflects driving records during the course of employment with GLACVCD.

JOB DESCRIPTION

For a complete and detailed job description outlining the duties and essential functions of the position, please click on the link below.

APPLICATION PROCESS:

This recruitment will remain open until this position is filled.

This recruitment may close at any time without notice. **An initial screening of applications for further consideration will be conducted on June 14, 2019.** Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. **To be considered, applicants must submit an online application at www.glacvcd.org.** Please include a **cover letter** which reflects the scope and level of your current/most recent positions and responsibilities. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.



HOW TO APPLY: To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&cclId=19000101_000001&jobId=294414&source=CC3&lang=en_US