



Vector Disease Control International

Protecting Public Health Since 1992.

Job Description Form

Job Title: Regional Director – Western Region

Position Type: Full-time

Job Summary: Assist in the management and implementation of all programs within the western US, especially CO and ID, and other locations as deemed appropriate.

General Requirements:

- Must be 21 years of age or older
- Bachelor of Science (BS) degree in Biology, Entomology or related field OR a minimum of 5 years of experience managing a mosquito management program of similar scope
- Communicate effectively in English in both written and verbal forms
- Valid Driver's License with a good driving record
- Proficiency in the use of computers and office equipment
- Must obtain state pesticide applicator licensing (training provided)

Job Duties:

In addition to fulfilling all duties and responsibilities of a Contract Supervisor (CS) for VDCI, provide business management support to the Vice President (VP) as described.

1. **General Responsibilities** – The Regional Director will be *critical* to the operation of VDCI contracts by communicating operational details and working closely with VP and executive staff to identify problems and improve general workflow within the Region's programs.
 - a. Contract Renewal and Stability – Work with VP and other CSs to ensure existing contracts are renewed
 - b. Employee Stability – Assist in communication with other CSs and implementing policy changes for VDCI staff
 - c. Operational and Technological Integration – Regional lead in identifying and implementing operational and technological integration within each program
 - d. Aerial Operations – Assist Chief Pilot and VP in the proper scheduling and implementation of aerial applications within the Region
2. **Business Management** – Assist in managing the administrative aspects of our business.
 - a. Budgets – Provide feedback and budget tracking assistance as necessary



- b. Ordering – Provide chemical and equipment ordering support as necessary
 - c. Renewals – Assist in contract renewal processes such as customer communication, RFP identification, proposal writing, etc.
 - d. Database Management – Ensure proper database use and reporting and work with VP and/or Dr. Markowski to improve the VDCI database
 - e. Website - Maintain and certain aspects of VDCI’s website information
 - f. Assets – Assist in asset management as necessary. Provide information, recommendations and inventory counts to VP concerning asset condition and procurement
3. **Customer Relations** – VDCI lead in media relations and, in absence of VP, provide support to other CSs as needed.
- a. Meetings – Attend Council/Board meetings with other CSs if necessary
 - b. General Public – Aid in development of Public Relations strategy and media relations
 - c. Open Houses – Participate in any open houses, as necessary
 - d. Communication – Promote VDCI’s value to our customers through education
4. **Scientific Integrity** – Ensure VDCI’s scientific integrity by conducting and documenting regular and rigorous scientific procedures.
- a. Calibration – Conduct accurate calibration of all application equipment
 - b. Droplets/Cages – Assist with and conduct procedures such as bottle bio-assays, droplet tests and field cage trails
 - c. Investigations – Assist with, develop and conduct field trials on new products, scientific studies, etc.
5. **Sales Integration** – Work with VP, sales staff and other CSs to identify and evaluate potential new business. Assist in the set-up and implementation of new contracts as they are acquired.
- a. Weekly calls – Participate in weekly calls with VP and sales staff (once established)
 - b. Work with Sales Staff – Communicate with sales staff and assist in developing proposals and new business opportunities



6. **Staff Management** – Aid in communication between VP and CSs, including compiling data and information, as necessary.
 - a. Team Morale – Actively foster a positive and productive work environment for all permanent and seasonal VDCI staff
 - b. Reviews – Provide input to VP on CS reviews as requested

7. **Regulatory Compliance** – Assist in ensuring regulatory compliance within VDCI. Work with VP and VDCI’s regulatory compliance officer on NPDES compliance and reporting, proper licensing, and safety protocols.
 - a. NPDES
 - b. Licensing
 - c. Safety

Physical Demands and Work Environment:

The work requires strenuous physical exertion and the employee may be required to drive, stand, walk, bend, climb, kneel and crouch for extended periods of time, as well as see, talk, hear and use hands and arms to grasp, handle, reach and feel. The employee must be capable of lifting and using heavy items such as chemical containers and application equipment weighing up to 75 pounds. Work is regularly performed outdoors and may include exposure to extreme weather conditions, challenging and uneven/unstable terrain, pesticides, dust and airborne particulates, excessive noise, biting insects, hazardous plants, and wild and domestic animals.

I acknowledge that I have read this job description form thoroughly and agree to perform the duties outlined herein to the best of my abilities at all times:

Employee Signature _____ Date _____

I acknowledge that I have reviewed this job description form with this employee and addressed any questions or concerns that he/she posed to me:

Supervisor Signature _____ Date _____

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Employees may perform other duties as needed to meet the ongoing needs of the organization.*