



Urban Area Coordinator

Position Description October 2024

Mission Statement: To suppress mosquito populations within the District boundaries, to provide public education, and to develop subsequent mosquito control strategies.

POSITION SUMMARY (GENERAL RESPONSIBILITIES):

This is a professional level position under the direction of the District Manager and is primarily focused on informing the public about mosquitoes and mosquito-transmitted disease prevention and the services provided by the District. The emphasis of the work will be associated with the urban areas of the District and involves development of informational material for residents and presenting to local groups including home owners' associations, service clubs, area students, civic groups, special events, and the media. This position will coordinate with the District's marketing and communications consultant to maintain a positive brand and image for the District, updates to the webpage, social media, and other newsworthy information.

Other duties will include assisting District staff during the mosquito season with inspections and surveillance of mosquitoes in urban areas of the District as described below.

BEGINNING PAY RANGE: \$66,560 - \$74,880 per year depending on qualifications.

EMPLOYMENT STATUS: Regular, Non-exempt with District provided benefits including Life and Health Insurance, Retirement Program, Paid Personal Leave, Paid Sick Leave, 10 Paid Holidays, Short-Long Term Disability, and Educational Assistance. Full-Time, 40 hours per week minimum during mosquito season, generally April 1 to September 31. During the winter months, generally October to February, the position provides flexibility to work a minimum of 32 hours per week. Compensation Factors include Seniority, Merit, Education, Training, and Experience.

ESSENTIAL FUNCTIONS (Employee must be able to fulfill the following essential functions with or without reasonable accommodation):

- 1) Determines effective methods of presentation and promulgation of public outreach venues, outreach materials for display and distribution, given guidance or consultation with District staff.
- 2) Acts as a liaison to citizens, schools, county agencies and community groups in providing information and promoting a positive image of the District.
- 3) Responsible for all aspects of public outreach for special events through development, staffing, execution, and tracking of events.
- 4) Answers inquiries by telephone or in person to accurately provide information requested or refer to the proper parties.
- 5) Addresses/resolves constituent concerns resulting from control operations, communicates with property owners and other concerned individuals for the purpose of explaining the District's programs and soliciting the cooperation of property owners in mosquito control.
- 6) Perform field inspections for mosquito larvae and assists with adult mosquito surveillance program as needed in coordination with other District staff.
- 7) Instructs and supervises seasonal employees in inspection, surveillance and control operations.



- 8) Compiles, analyzes, and keeps operating records and prepares reports for Board of Directors (as directed).

ADDITIONAL FUNCTIONS:

- 1) Performs other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Experience: A minimum of two years of work experience in public relations, communications, or related field.

Education: Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be: Two years of experience in the field of public relations and/or communication, and/or a Bachelor's Degree in Communications or related field.

SPECIALIZED QUALIFICATIONS AND SKILLS REQUIRED:

- 1) Possess knowledge and experience with standard office software packages.
- 2) Work with high degree of independence.
- 3) Communicate with the public in a tactful, courteous, and professional manner.
- 4) Conduct interviews and gather information.
- 5) Develop brochures, flyers, and presentations.
- 6) Communicate effectively in public and classroom environments.
- 7) Must have excellent oral and written communication skills.
- 8) Knowledge and experience using social media platforms.
- 9) Must have a valid driver's license.
- 10) Must obtain Colorado Qualified Supervisors Applicators License within a 1–2-year timeframe.

PHYSICAL REQUIREMENTS:

- 1) Must perceive and comprehend by the sense of sight.
- 2) Frequently required to sit, walk, and to occasionally lift and carry records and equipment typically weighing less than 40 pounds.
- 3) Must communicate with others, including hearing, speaking, and listening.
- 4) Driving ability (local/on and off road).
- 5) Must participate in District's random drug and alcohol testing program.

WORKING CONDITIONS:

- 1) The position works under typical office and outdoor conditions where temperatures and noise levels are variable.
- 2) Typically work a regular 40-hour work week but may be required to work occasional evenings and weekends to meet the needs of the District.
- 3) Primarily works alone and occasionally with others.

ACCOUNTABILITY:

The Urban Program Coordinator reports to and is accountable to the District Manager.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified.



THIS IS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF MY POSITION:

EMPLOYEE: _____

DATE: _____

APPROVALS FOR THE POSITION:

DISTRICT MANAGER: _____

DATE: _____