

## JOB OPPORTUNITY

# ADMINISTRATIVE MANAGER

**Citrus Pest Detection Program**  
operated by the  
Central California Tristeza Eradication Agency in  
**Tulare, California**



The Citrus Pest Detection Program, operated by the Central California Tristeza Eradication Agency, is seeking qualified candidates to fill the position of Administrative Manager. This is a year-round, full time position with a benefits package. The position will be filled upon selection of the most qualified candidate.

As a member of the Program's top management team, the Administrative Manager plays a key role in implementing the policies and programs established by the Board of Commissioners. The position is crucial to ensuring that all necessary support services (i.e., fiscal oversight, clerical functions, information management, facilities maintenance, and meetings and compliance) are provided promptly and efficiently in order to achieve Program goals.

The Program emphasizes a team-oriented work environment. Excellent communication and people skills are essential. The successful candidate must have the ability to interact positively with the Board, staff, advisors and regulators, and other industry-related entities. They must possess the ability to multitask and participate in the development of long-term plans for the continued health and viability of the California citrus industry.

### **Citrus Pest Detection Program background**

The grower-funded Central California Tristeza Eradication Agency was established in 1963 by citrus growers in Fresno, Tulare, and Kern counties. It now operates as the CITRUS PEST DETECTION PROGRAM with a mission *to benefit the citrus industry by:*

- *Leading and/or participating in efforts to protect against, detect, control, and/or eradicate any citrus pest or disease of concern; and*
- *Encouraging and supporting appropriate research programs to assist in the elimination of the threat of citrus pests and/or diseases.*

The Program operates out of facilities located in Tulare, California, which include four laboratories, two greenhouses, one screenhouse, offices, and maintenance. Fifteen regular staff members are employed year-round, and over thirty employees are added during seasonal operational periods. Duties are allocated among Administration, Field, and Laboratory departments. It is governed by a Board of Commissioners made up of citrus growers appointed to their participating citrus pest control district by the Board of Supervisors of their respective counties. The Board receives input and recommendations from its Technical Advisory Committee (TAC), which consists of scientists and regulators from CDFA, USDA, academia, and county agricultural departments.

Please see the attached job description for additional details. Please visit our website at [www.cctea.org](http://www.cctea.org) for more information about the Program.

**Submit Resume to:**

**Jill Barnier**

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EOE Statement: The Citrus Pest Detection Program (Central California Tristeza Eradication Agency) is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, age, marital status, religion, disability, sexual orientation, pregnancy, or veteran status or other characteristic protected by law.

# CENTRAL CALIFORNIA TRISTEZA ERADICATION AGENCY

## JOB DESCRIPTION

**JOB TITLE:** Administrative Manager

**REPORTS TO:** Program Director/Plant Pathologist      **DEPARTMENT:** Administration

**CLASSIFICATION:** Regular - Exempt      **STARTING PAY RANGE:** \$52,000 to \$62,000 Annually

**WORK HOURS:** Typically Monday through Friday, 8 hours/day, with occasional extended days, weekends, and travel as operations demand.

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**SUMMARY:** Under general administrative guidance, plans, organizes, and directs the activities of the Agency's Administrative office. Participates as a member of the management team in planning and/or oversight of all aspects of Agency operations.

### ESSENTIAL JOB DUTIES:

- Directs Agency administrative activities, including Human Resources/Benefits, budgeting, and facilities support.
- Directs and participates in the keeping of minutes, and the preparation and dissemination of official documents, for the Board of Commissioners and participating or contracting Pest Control Districts.
- Prepares, administers and monitors the Agency's budget and related fiscal activities.
- Supervises the administrative and clerical support activities of the Agency's administrative staff.
- Establishes and directs the maintenance of a record management system for public documents in compliance with legal requirements.
- Serves as Administrative Assistant to the Program Director/Plant Pathologist, and Assistant Secretary to the Board of Commissioners and Pest Control District Boards.
- Prepares analyses, including conclusions and recommendations, for solution of administrative issues.
- Oversees development of assorted policies (i.e., purchasing, employee safety, loss control, etc.) and compliance with required reporting (i.e., water system, hazardous waste disposal).
- Receives, investigates and resolves various types of complaints and concerns.
- Reviews and responds to correspondence.
- Ensures compliance of Agency Board, Pest Control District Boards, and all advisory bodies and committees with legal requirements, such as scheduling and announcement of meetings, open meeting laws and parliamentary rules, appointment of members, and mandated training.
- Ensures effectiveness of assigned staff through selection, supervision, evaluation and training.
- Performs related duties as required.

### SUPERVISORY RESPONSIBILITIES:

- Directly supervises four administrative clerks, maintenance supervisor, and IT assistant. Provides general direction and oversight of these services, and is responsible for evaluation of these personnel.

**ENVIRONMENTAL SETTING:** Work is done indoors, in a temperature-controlled office setting.

**PHYSICAL DEMANDS:** Sitting, 90%; Standing, ±5%; Walking, ±5%; close and distance vision, speaking, hearing, smelling.

- Lifting, Carrying, Pushing/Pulling Loads: Some, typically 20 pounds or less
- Bending: Occasional
- Kneeling/Squatting: Little
- Reaching/Stretching: Occasional
- Climbing Stairs/Ladders: None
- Crawling: None
- Rough/Uneven Terrain: None
- Handling/Dexterity: Continuous

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of organization, public administration and public relations;
- Accounting principles and practices;
- Budget preparation and analysis;
- Principles of supervision, training and performance evaluation;
- Office methods and procedures including keyboarding skills and various computer programs;
- Current practices, and federal, state and government agency laws and regulations, pertaining to records management, open meeting laws and personnel management.

**Skill in:**

- Public relations;
- Report preparation and presentation;
- Short and long range planning;
- Accurately taking and transcribing minutes of official meetings.

**Ability to:**

- Develop and maintain effective working relationships;
- Work well in a team environment;
- Communicate effectively in written and oral form;
- Effectively present information and respond to questions from managers, staff, the Board of Commissioners, growers, and the general public;
- Recognize and perform job related tasks with little supervision;
- Interpret and apply Agency policies, rules and regulations;
- Direct, evaluate and supervise the work of assigned personnel;
- Follow oral and written directions;
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and education that could provide the required knowledge, skill and ability is qualifying. This would typically include:

- College-level training in business, human resources, and fiscal management; and/or
- A minimum of five years management experience with responsibility for general administrative functions including accounting/budgeting, facilities, and human resources.

**SPECIAL REQUIREMENTS:**

- Possession of or ability to promptly obtain a valid California Driver's License.
- Filing of an annual Conflict of Interest Statement, pursuant to the Agency's Conflict of Interest Code.
- Occasional out-of-town, potentially multi-day travel.