

Indian River Mosquito Control District



Commissioner Janice Broda ♦ Commissioner Matt Erpenbeck ♦ Commissioner Anna Kirkland
Sherry Burroughs, Executive Director
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The Indian River Mosquito Control District is accepting applications for the Executive Director position.

Salary Range: \$112,840.00 – 197,870.40

- Paid Time Off
 - Medical and Annual leave
 - 11 Paid Holidays
- FRS Retirement
- Group Life Insurance
- Medical, Dental and Vision Insurance
- Voluntary 457(b) deferred compensation retirement savings plan

Please submit resume to Human Resources.

Human Resources
Indian River Mosquito Control District
5655 41st Street, Vero Beach, FL 32967
(772) 562-2393
hr@irmcd.org

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public record request do not send electronic mail to this entity. Instead, contact this office by phone.



Indian River Mosquito Control District Position Description

EXECUTIVE DIRECTOR

Department: Administration

Rev: 11/14/2025

Reports To: Board of Commissioners

FLSA: Exempt

Pay Grade: 13

General Scope of Work: Provide leadership with consideration of economic, social, and ecological costs and benefits, while establishing, implementing, and maintaining the strategic plans, goals, and objectives of the District. Develop, implement and maintain District policies which are approved by the Board of Commissioners and are in compliance with the State and Federal laws. Oversee and administer all operational and administrative functions of the District. Provide direction and support to personnel and the Board of Commissioners.

Essential Functions (without accommodations): The essential functions listed are intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the District from assigning duties not listed herein if such functions are logical assignment to the position.

- Oversee all aspects of the District to promote an effective and efficient operation. Manage day-to-day activities and ensure that the District remains in full compliance with all applicable Federal, State and local governmental regulations.
- Ensure that the District is responsive to reasonable taxpayers' requests. Manage District financial matters; monitor expenses and oversee budget practicing sound financial management.
- Work within the policies and goals of the District's elected Board of Commissioners, in accordance with the District's mission and develop short and long-term goals which support this mission. Serve as District agent when designated by the Board.
- Establishes the organizational structure of the District and monitors to ensure effectiveness. Oversee the employment of all District employees. Directly supervise, evaluate, and manage the performance of the Assistant Director, Chief Financial Officer, Director of Scientific Programs, Director of IT & Maintenance, Community Relations Director and Human Resources Director.
- Conduct performance reviews for senior leadership.
- Administer the financial and risk management operations of the District. Under the direction of the Board, develop a financial and operational strategy with metrics related to that strategy. Develop and monitor internal control systems designed to preserve District assets.
- Participates In the monthly Board meetings and works closely with the Board to accomplish the overall goals of the District.
- Act as District spokesperson on all official matters in all forms of media. Establish effective and collaborative working relationships with other agencies and organizations while remaining sensitive to the economic and environmental concerns of the area.
- Coordinate growth management oversight and direct department efforts to sustain health and resilience of mosquito impoundments.
- Represent the District as a member at FMCA, AMCA, and FASD.
- Follow the District's policies and comply with all local, State and Federal regulations.
- Assist with whatever other duties are necessary to fulfill the District's functions.

QUALIFICATIONS

Typical Requirements

Education/Experience

- Bachelor's degree in biology, entomology or a related natural sciences field; master's degree highly preferred.
- Five years' work experience in mosquito control and at least three years' managerial experience.

Licenses and Certifications

- Possession of, or ability to obtain, a valid Public Health Pest Control license from the Florida Department of Agriculture and Consumer Services within two months of employment which must be maintained through employment.
- Receive passing score on DACS Director's exam within 6 months of hire. Candidate's directorship accepted by the DACS Division charged with Mosquito Control oversite and administration under Chapter 388 F.S. and 5E-13 F.A.C.
- Possession of, or ability to obtain, a valid Florida Driver's License. Must be maintained through employment. Must be insurable with the District's insurance carrier.

Knowledge, Abilities, and Skills

- Knowledge of Chapters 388 of the Florida Statutes and Chapter 5E-13 of Florida Administration Code.
- Knowledge of operations and practices of local government, ability to analyze and interpret departmental functions, procedures, and policies.
- Knowledge of the biology and surveillance of Florida mosquitoes. Knowledge of the life cycle of mosquitoes and control methods used and the ability to identify typically encountered mosquito larvae and adults to species.
- Knowledge of integrated pest management principles, practices and techniques as applied to the control of larvae and adult mosquitoes.
- Knowledge of preparing and maintaining a comprehensive budget and fiscal system.
- Familiar with local, State and Federal regulations regarding mosquito control and safe application of pesticides.
- Ability to make decisions recognizing established precedents, practices and to use resourcefulness and tact in solving new problems.
- Strong time-management skills, project management skills and ability to ascertain priorities and meet deadlines and objectives.
- Strong supervisory and leadership skills with the ability to develop and communicate the District's mission and vision.
- Ability to work flexible hours, when necessary, including nights, weekends, and holidays.
- Ability to effectively interact and communicate with the public and District Staff.
- Ability to demonstrate discretion and maintain confidentiality of information collected regarding the public and District. Exercise judgement and discretion in applying and interpreting department rules, regulations, policies, and procedures.
- Proficient in computer operation, file management and directory structure. Skilled in MS Windows operating system and MS Office software and programs. Must have the ability to learn a variety of software programs such as database information systems or spread sheet applications.
- Considerable knowledge of business English, spelling, punctuation, letter & memo writing. Ability to read and comprehend legal documents and statutes. Possess public speaking skills and effectively interact and communicate with staff and other governmental agencies and project a favorable image of the District.
- Possess strong interpersonal skills and the ability to demonstrate supervisory skills, delegate responsibilities and motivate, supervise, and evaluate personnel.

Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed mainly at the District's office. Attendance at out-of-town meetings, classes, and other events, some of which involve overnight stays at venues determined by the District, is occasionally required. This position may involve work in both inside and outside environmental conditions and may encounter wildlife, noise, vibration, and proximity to moving parts. The work environment varies but includes warehouses, office buildings, vehicles, mangroves, and fields.

Physical Requirements:

Good vision and hearing with or without correction. Manual dexterity is necessary to manipulate small equipment and tools, and to use a computer keyboard for extended periods of time. This position is such that the person filling it will be expected to perform light work from time to time (exerting up to 20 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects).