
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Administrative Authority
POLICY NUMBER: 2030

2030.1 The Board shall hire a District Manager to serve as the Administrative Officer of the District. He/she shall manage the day to day operation of the District, under this delegated authority.

2030.2 Specific authority and functions may be assigned to the District Manager, in addition to his/her general duties.

2030.3 The District Manager is authorized to hire, fire, discipline, promote, or take any other necessary action concerning all other District employees. All actions of the District Manager are subject to general review by the Board of Trustees as part of their delegation of this authority and responsibility.

2030.3.1 Personnel matters which involve the hiring, promoting, disciplining and firing of employees will be at the discretion of the District Manager, subject to applicable laws, rules and regulations, and to policies and guidelines established by the Board.

2030.4 The District Manager may execute documents on behalf of the District, when specifically authorized by Board action or when necessary and customary for the orderly operations of the District, without specific Board authorization.

2030.5 The District Manager is authorized to cast the District vote at the AMCA (American Mosquito Control Association), MVCAC (Mosquito and Vector Control Association of California) and VCJPA (Vector Control Joint Powers Agency) meetings.