

## 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. Please see the attached job description for additional details.

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 CDFR, USDA, academia, and county agricultural departments.

Please visit our website at [www.cctea.org](http://www.cctea.org) for more information about the Program.

### **Submit Resume to:**

**Jill Barnier, Program Manager**

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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.