



JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

SEASONAL HELPER (Administration Office Assignment)

Final Filing Date: Open Until Filled.

Application Process

Interested individuals may download an application from the District website at www.fightthebite.net/about/district-jobs/ Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento/Yolo Mosquito and Vector Control District
Attn: Seasonal Helper, Office Assignment
8631 Bond Road
Elk Grove, California 95624
(916) 685-1022

OR

Submit by e-mail to Jobs@fightthebite.net. Please attach the application materials as a Word or PDF file with the classification title, Seasonal Helper, Office Assignment in the subject line. E- mailed applications are not considered received until opened by District staff.

Please Note: As this position is Open Until Filled it is recommended that Applicants submit their application materials to the District as soon as possible. Applications will be reviewed periodically and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description

Under the direct supervision of the Administrative Manager the Seasonal Helper, Administration Assignment assists in the seasonal operations of the Administration Office to benefit the goals and mission of the Sacramento-Yolo Mosquito and Vector Control District. The Seasonal Helper is a temporary position. Regularly performed tasks and responsibilities vary based on District and department needs.

Candidates must be available to work a minimum of 20 hours per week up to a maximum of 40 hours per week, Monday through Friday. The term of the position is anticipated to begin in March and is expected to end on or about September 30, 2021. The term and scheduled days or hours may be increased or decreased depending upon the needs of the program and department.

Illustrative tasks for this class varies by department assigned and may include, but are not limited to, the following:

Performs administrative and clerical support to the assigned department; communicates with the public, property owners, community and government agencies about District mosquito and vector control services; refers complex public relations or technical issues to appropriate department or supervisor; collects and enters data into computers and mobile electronic devices, such as, but not limited to, smart phones, tablets, laptop and desktop computers and scanning equipment; may troubleshoot and provide technical assistance to District personnel as needed; prepares documents, spreadsheets, reports, handouts and other related department or District materials for review by supervisor; drives/operates vehicle and/or equipment following all District safety protocols and any applicable local, state, and federal vehicle or traffic laws; may be required to work overtime hours, weekends and holidays. May be exposed to infectious diseases associated with mosquitoes and other vectors.

A complete Job Description can be obtained from the Main District Office.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District. It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications.

Education and Experience:

- Equivalent to graduation from High School; experience that demonstrates possession of the knowledge and skills needed to successfully perform the illustrative tasks stated above is preferred.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Position Status

The vacancy is for a seasonal, temporary position. The specific term of temporary employment for a particular employee shall be determined by the Manager. An employee's employment will expire at the end of the seasonal employment term; however, temporary employees serve at the will of the District and may be terminated at any time without cause or prior notice. Temporary employees do not have the rights described in the Personnel Manual relating to disciplinary action and dismissal. The Manager may fill a temporary position pursuant to applicable provisions of the Personnel Manual.

Examination and Selection Process

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview. Those candidates selected for interviews will receive an invite for an in-person or video/teleconference interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview using an online video/teleconference platform such as Google Meet or Zoom, between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

Medical Testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

Compensation and Benefits

The starting salary range for this position is \$16.00 - \$20.00 per hour paid monthly. Salary will be determined at the time of hiring. Seasonal, temporary employees do not receive medical or other employee benefits except when required by law. Seasonal, temporary employees receive Sick Leave pursuant to Assembly Bill 1522 (AB 1522), the Healthy Workplaces, Healthy Families Act of 2014. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, religion, creed, color, national origin, ancestry, citizenship, physical or mental disability, medical condition, marital status, military or veteran status gender, age, sexual orientation, gender identity or gender expression, registered domestic partner status, genetic information, or any other basis that is protected under state or federal law.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.