



JOB ANNOUNCEMENT

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

SENIOR ADMINISTRATIVE ASSISTANT

Final Filing Date: Friday, July 29th , 2022 by 3:30pm.

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: Senior Administrative Assistant
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, Senior Administrative Assistant, in the subject line. E-mailed applications are not considered received until opened by District staff.

Please Note: 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, performs a wide variety of administrative support duties, including but not limited to accounts payable, accounts receivable, payroll, benefits and deductions. Performs other general clerical and receptionist duties as required.

Illustrative Tasks:

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Uses District accounting software to review, enter, post and adjust financial transactions such as, but not limited to, deposit permits, invoices, purchase orders, payroll, benefit and deduction

changes; prepares checks for approval and payment. Provides professional and courteous service to the public over the phone and in person; answers questions, explains policies and procedures, records incoming service requests, receives complaints and refers them to appropriate staff. Files and maintains administrative, financial and personnel records, including, but not limited to, service contracts, monthly and annual statements, vendor profiles, changes in employee pay rates, benefits and deductions. Assigns purchase order numbers and matches with incoming invoices and related billing statements to ensure proper account coding and timely payment. Accumulates statistics from daily records on insecticides, gasoline, and oil withdrawn and consumed, prepares monthly and annual reports as required. Responsible for issuance of District oil credit cards to designated employees. Assist with Month End and Year End processes, including, but not limited to, payroll tax reporting, 1099 and W-2 preparation. Assists in maintenance of fixed asset/inventory control programs. Prepares documents from rough data or drafts and arranges into proper format; proofreads and corrects grammar, punctuation, and spelling. Produces a variety of reports and correspondence using word processing, database and spreadsheet applications, and other District software as required. May assist staff with seminar, association and training registration; travel and lodging arrangements. May perform other related or higher level essential tasks as necessary to maintain operations in the absence of the Administrative Manager.

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.

Education and Experience:

- High School Diploma or equivalent; Associate's degree from an accredited college or university is preferred; and
- Three (3) years increasingly responsible book-keeping, clerical or administrative experience; and
- Working knowledge of Sage 100 and Sage HRMS or similar accounting/HR software is strongly desired.

Licenses or Certifications:

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

Knowledge and Abilities:

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.

Knowledge of:

- Modern office and financial accounting practices and procedures;
- Operation of basic office equipment, including computer, keyboard, calculator, copier, scanner and other peripherals;

- Computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet;
- English language including , proper grammar, punctuation, and spelling;
- Basic arithmetic including addition, subtraction, multiplication and division;
- Pertinent Federal, State, and Local laws and regulations related to financial accounting.
- Duties and responsibilities of the Sacramento-Yolo Mosquito & Vector Control District Office.

Ability to:

- Perform accounts receivable, accounts payable and payroll functions.
- Make accurate arithmetical computations; balance and reconcile accounts.
- Effectively communicate both orally and in writing with the public and coworkers in a tactful and courteous manner.
- Accurately type from rough draft or clear copy; proofread and review work for accuracy and completeness;
- Accept and follow through on oral and written instructions from persons working at a higher level;
- Read and understand District policies,, and other standard operating guidelines;
- Maintain confidentiality;
- Adapt work procedures and record-keeping requirements to meet changing organizational or special clerical needs.

Physical Demands and Working Conditions:

The position of Senior Administrative Assistant will require work which is varied in nature, including indoor office work and occasional outdoor physical work.

The Senior Administrative Assistant will need to be able to perform the following essential duties and functions of the position regularly sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; periodically pushing, pulling or lifting up to twenty (20) pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

Position Status

The vacancy is for a regular full-time position, subject to a one (1) year probationary period.

Examination and Selection Process

PROVIDING SAFE, EFFECTIVE AND ECONOMICAL MOSQUITO AND VECTOR CONTROL

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 for this position is \$4,515.00, paid monthly.

Group dental, vision, life, long term disability, and optional medical insurance are offered through the District Cafeteria Plan. The District has two different voluntary 457 Deferred Compensation plans. 18 paid days off a year are recognized. 15 days sick leave per year is provided with unlimited accumulation. Upon retirement, unused sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

The District participates in the California Public Employees' Retirement System (CalPERS).

- Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in a defined benefit formula of 2% @ 62. Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in the 2.5% @ 55 benefit formula. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).
- The District participates in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

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, color, national origin, religion, gender, sexual orientation or any other legally protected characteristic.

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.