



JOB ANNOUNCEMENT

ADMINISTRATIVE MANAGER

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: Administrative Manager
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, Administrative Manager, 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 direction of the General Manager and Assistant Manager(s), this position manages, supervises and coordinates the activities and operations of the District's Administration Department including financial and human resources functions. Incumbent provides highly responsible and complex administrative support to the General Manager, including formulating departmental policies and procedures; interpreting federal, state and county laws, rules, and regulations pertaining to local government personnel and general accounting principles; ensuring that employees are informed as to changes in rules and regulations; planning and organizing record-keeping, reporting and business office procedures; establishing and supervising the maintenance of budgetary and fiscal records, costs data and personnel records; devising forms as required; analyzing data and preparing summary and statistical reports; providing recommendations regarding supportive services; achieving financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; and analyzing variances. Additionally, the Administrative Manager plans, organizes, and

directs the District's office administrative functions including budgeting and budget preparation; fiscal evaluation and control and accounting; personnel management and its related responsibilities including job auditing, classification recommendations, transactions, recruitment, injured worker case management, equal employment opportunities, labor relations, employee benefits, and performance evaluations; supervision of administrative office staff; maintenance of the general ledger and expenditure records; coordination with the CPA for annual audit of District transactions; preparation of monthly financial statement of operation; and preparation of cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of following year's budget.

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

Minimum Qualifications

It is the applicant's responsibility to identify in their application materials how they meet the 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 education, training, and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- A Bachelor's degree from an accredited four-year college or university in public or business administration or closely related field; and
- Five (5) years of professional level administrative office experience, to include three (3) years of experience in a supervisory capacity; and
- A working knowledge of Sage Business Works Accounting Package or comparable accounting package required.

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;
- Certification in Human Resources or a closely related field is preferred.

Position Status

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

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 be offered.

Medical Testing

PROVIDING SAFE, EFFECTIVE AND ECONOMICAL MOSQUITO AND VECTOR CONTROL

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 monthly salary range for this position is \$7,354-\$8,938.

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 Holidays 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. The employee contribution is calculated based on PERS actuarial studies and is set at 7.5% of reportable compensation through FY 20/21.
- 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.