



JOB ANNOUNCEMENT

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

ADMINISTRATIVE MANAGER

Final Filing Date: Open Until Filled

Application Process

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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.

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Job Description

Under the direction of the General Manager and Assistant Manager, this position manages, supervises and coordinates the activities and operations of the administration department including financial and human resources functions. Incumbent provides highly responsible and complex administrative support to the General Manager.

Illustrative tasks for this class include, but are not limited to, the following:

Plans, directs, and evaluates District office administrative functions including, but not limited to, financial and human resources activities and operations; provides recommendations regarding supportive services; supervises and oversees the work of personnel assigned to the department; ensures personnel provides courteous and professional service to both internal and external customers; assists with the more difficult or complex administrative issues by listening and responding to complaints or problems; investigates and provides accurate, logical assessments and information to the public or management to resolve issues as requested or required; participates in annual District and department budget development and administration; sets up and supervises the

maintenance of budgetary records; schedules expenditures, monitors revenues, and identifies variances; analyzes financial data and prepares cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of future budget; responsible for all accounting functions including payroll, accounts receivable and payable, purchasing, billing and related accounting activities; maintains the general ledger and the fixed asset inventory records and control system; prepares monthly financial statement of operation, and furnishes records to the independent audit firm for annual audit of all District transactions; oversees human resources management and related responsibilities including, but not limited to, employee record keeping, wage and classification recommendations, recruitment, equal employment opportunities, and labor relations; advises and assists managers and supervisors in training and development, coaching and counseling, and performance evaluations; makes recommendations and assists in the implementation of corrective actions, discipline and terminations; assists the General Manager in formulating District and departmental policies and procedures, interprets federal, state and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and vector control districts; ensures General Manager and employees are informed of changes in rules and regulations; responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, attendance records, appointments and legal documents; maintains employee retirement, health and welfare benefits including researching and preparing recommendations for benefit plans and programs; works with and evaluates benefits brokers, third party administrators, insurance providers, and benefit plan options; administers contracts, agreements, and enrollments; keeps apprised of benefits and exclusions specific to insurance programs and makes recommendations to the employees-at-large; maintains Joint Powers Agreement (“JPA”) ledger, keeps informed regarding changes in JPA policies, and attends JPA meetings; makes recommendations on liability, property, workers’ compensation and other insurance programs and policies; performs analysis of risk management trends and tendencies and recommends appropriate training for personnel; attends staff meetings and training sessions and keeps informed of current developments, reads professional literature and participates in professional associations; may be required to work overtime hours, weekends and holidays.

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 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

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Medical testing

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Compensation and Benefits

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

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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 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 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 current starting salary for this position is \$6,670, 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. 14 Holidays and 4 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. The employee contribution is calculated based on PERS actuarial studies and is set at 7.5% of reportable compensation through FY 21/22.
- 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.