



## **MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

### **JOB DESCRIPTION**

Job Title: **Administrative Analyst – Temporary Hire**

Date: April 18, 2019

Reports to: Manager with a secondary reporting line to Financial Manager

#### **SUMMARY**

Under direction this position performs assigned clerical work including reception, filing and clerical support for the administrative department and for other District departments. This position also receives and responds to telephone calls and emails that come into the District office, communicates with the public to schedule and enter service requests into the District's database. The position also disseminates educational information regarding the District's programs and will assist with special projects, studies, data analysis and presentations.

#### **ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

Includes, but is not limited to:

- Greets visitors at the District office.
- Answers District telephones and emails and routes messages or calls to appropriate staff if necessary.
- Receives and enters service requests into the District's database system.
- Hands out mosquitofish to the public.
- Operated copy machines and distributed materials as instructed.
- Provide verbal and /or written information to the public, such as pamphlets, brochures, and verbal information regarding the District's programs.
- Process and distribute mail daily.
- May update and maintain various types of in house informational packets.
- Maintain employee sign out board.
- Receive deliveries.
- Assist employees with mailing, faxing, and supply needs.
- Investigate, analyze, develop, and prepare special studies or projects as requested.
- Research special issues, problems and procedures; prepare various documents and reports regarding special projects, problems and requests.
- Review administrative practices and make recommendations for improvements.
- Interact with other government agencies and consultants and contractors as necessary.
- Collate and analyze data related to the District's proposed revenue measure. Assist District staff in various tasks associated with undertaking a revenue measure.
- Analyze facts and make sound recommendations.
- Perform other duties as required.

#### **WORK HOURS**

- 40 hour workweek; Monday through Friday, 7:00 a.m. – 3:30 p.m. Overtime may be required and will be compensated at a rate not less than time and one-half the regular pay rate.

#### **SALARY AND BENEFITS**

- The hourly wage will be based on experience, knowledge, abilities, and skills and is at Management's discretion. The starting salary is \$19.00 per hour during training and initial experience. A subsequent discretionary increase may be granted that will result in a rate of pay that will not exceed \$22.00 per hour.
- Benefits will be in accordance with applicable state and federal laws, i.e., Federal Medicare, Unemployment Insurance, and Social Security.

- Pay periods are semi-monthly.
- Overtime pay for hours worked in excess of forty (40) hours will be compensated at a rate not less than time and one-half the regular pay rate.
- As required by California law the District will grant the appropriate amount of sick leave per hours worked (up to 3 days per year of employment). The paid sick leave does not have cash value and therefore cannot be paid out. This position will not accrue vacation hours.
- This position will be entitled to up to five (5) paid holidays (Presidents' Day, Cesar Chavez Day, Memorial Day, July 4<sup>th</sup> and Labor Day) when the holiday falls on the employee's regularly scheduled workday.

### **EMPLOYMENT STANDARDS**

To be successful in this position, the individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position.

### **PREREQUISITES**

#### **Knowledge, Abilities and Skills**

- Knowledge of general office methods, equipment, and administrative tasks.
- Ability to work well with the public and staff, other agencies and vendors.
- Ability to speak and write clearly and effectively, demonstrating a good knowledge of business English, composition and spelling.
- Ability to receive and provide information over the telephone and in-person while maintaining a courteous and effective manner.
- Ability to understand and carry out complex oral and written instructions.
- Ability to use Microsoft Office Suite, web browsers and to learn the necessary functions of MapVision.
- Ability to operate a variety of standard office equipment effectively and efficiently.
- Ability to demonstrate initiative, while working within the confines of the District policies.
- Good interpersonal skills, diplomacy, and flexibility.
- Bilingual capabilities a plus but not required.
- Principles and practices of organization, administration, and project management.
- Experience in the field of public health is desirable.

#### **Education**

- Four Year college degree with major course work in public administration, public health administration, public policy, finance or a closely related field is desirable.
- Training in Administrative desirable.

#### **Experience**

- 2 (two) years customer service experience.
- One year of professional or technical level administrative or analytical experience highly desirable.
- Knowledge of mosquito and vector control operations is desirable, but not necessary.

#### **Driver's License**

- Valid California Driver's License.

- Must be insurable under the guidelines set by the District’s insurance carrier.

**PHYSICAL DEMANDS and ESSENTIAL FUNCTIONS**

- Ability to periodically\* lift items of various weights up to 30 pounds
- Ability to frequently\* sit for extended periods of time
- Ability to frequently\* read small print
- Ability to demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing
- Ability to demonstrate physical stamina sufficient to periodically\* operate a motor vehicle and comply with insurance requirements
- Ability to demonstrate adequate coordination of eye/hand/foot; use fine manipulations by use of hand tools, instruments, and other objects
- Ability to periodically \* stand for extended periods of time
- Ability to work alone at times and/or without direct supervision
- Ability to \* frequently perform repetitive motion associated with computer usage
- May need to bend, twist, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, and pull

- \* Periodically – Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

**Environmental Conditions**

This position includes work in the office environment and includes sitting and performing computer work, paperwork, and answering phone calls for extended periods of time. The work will also include netting mosquitofish from a relatively small tank outdoors, packaging the fish and giving them to the public in the office, and walking outdoors to a large tank, netting mosquitofish to replenish the small tank adjacent to the front office, and may involve operating a District vehicle.

*This job description does not imply any written or verbal contract and is for management communication purposes only. The District reserves the right to change this job and its related responsibilities as business needs require.*