
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Administrative Manager

POLICY NUMBER: 6015

6015.1 Nature of Work

6015.1.1 Under the direction and direct supervision of the District Manager, the Administrative Manager, supervises and coordinates the activities and operations of the administration department including financial and human resources functions. Incumbent provides high responsible and complex administrative support to the District Manager. Successful performance requires an in depth understanding of the philosophy of the Board of Trustees and the District's operations, to apply said knowledge to a wide range of problem solving, and to act on behalf of the District Manager and Assistant Manager in both their absence while using the good judgment to defer appropriate matters to the District Manager for personal attention.

6115.1.2 The Administrative Manager 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.

6115.1.3 The position of Administrative Manager is considered a "confidential employee." A confidential employee is defined as any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

6115.1.4 In the case where an Office Manager and/or Office Assistant and/or Records Clerk / Receptionist is not employed with the District, the Administrative Manager must cover the illustrative tasks of the Office Manager and/or Office Assistant and/or Receptionist.

6115.2 Illustrative Tasks

6115.2.1 Oversees human resources management and related responsibilities including, but not limited to, employee record keeping, employee benefits, comprehensive wage and classification analysis and recommendations, recruitment, equal employment opportunities, and labor relations; advises and assists managers and supervisors in training and development, coaching and counseling, and performance evaluations; consults with legal counsel regarding employer and labor laws; makes recommendations on implementation of corrective actions, discipline and terminations to District Manager.

6115.2.2 Supervises and oversees the work of personnel assigned to the administrative department; ensures personnel provides courteous and professional services to both internal and external customers.

6115.2.3 Participates in annual fiscal budget development and administration; sets up and supervises the maintenance of budgetary records 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.

6115.2.4 Maintains insurance records of contracts, billings, and other transactions. Keeps apprised of benefits and exclusions specific to insurance providers and makes recommendations to the employee-at-large accordingly.

6115.2.5 Assists the District Manager in formulating District policies and departmental procedures. Interprets federal, state, and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and vector control districts. With the support of the District Manager; ensures management and employees are informed of changes in rules and regulations.

6115.2.6 Represents the District on specified administrative matters in dealing with other public and private organizations and the general public.

6115.2.7 Develops, implements, and manages communication plans and media strategies consistent with issues and priorities of the District Manager and the Board of Trustees; Consults and provides technical guidance to District departments; initiates, schedules, and maintains the District public education and outreach calendar; plans, coordinates, and schedules public events; prepares key message statements for District management staff, office staff, and field staff; conducts, initiates, or schedules public event booth setup; develops, implements, and oversees communication plans, media strategies, marketing, and public affairs programs in accordance with department goals, mission, and values; and assists the District Manager to develop and distribute media releases, media advisories, news releases, newsletters, informational brochures, speeches (including PowerPoint), and other materials to alert the public of District programs, events, and services.

6115.2.8 Assists the District Manager with the development, maintenance, and management of the District's website, website pages, website content, and maintenance; design, prepare, and revise informational brochures, flyers, handouts, door hangers, and other educational tools that will disseminate information about vectors, vector-borne disease, vector control, and District services.

6115.2.9 Assists with the creation and distribution of annual reports, quarterly newsletters, news releases, and other materials.

6115.2.10 Maintains Joint Vector Control Powers Agency Agreement ("VCJPA") Ledger, keeps informed regarding changes in VCJPA policies, and attends VCJPA meetings. Makes recommendations on insurance policies, performs analysis of risk management trends and tendencies, and recommends appropriate training to personnel.

6115.2.11 Attends Board Meetings, staff meetings, and training sessions and keeps informed of current developments, reads the professional literature, and participates in professional associations.

6115.2.12 Responsible for all accounting functions including accounts payable, accounts receivables, and payroll. Compiles data and prepares federal and state tax deposits and reports, and all other payroll-related documents and payments.

6115.2.13 The Administrative Manager is responsible for the fixed asset inventory records and sets up and maintains fixed asset inventory systems.

6115.2.14 Maintains the general ledger and expenditure records, furnishes records to the CPA for annual audit of all District transactions, prepares monthly and quarterly financial statement of operation, and prepares cumulative analysis of expenditure accounts.

6115.2.15 Assigns purchase order numbers to authorized District purchasers and maintains order numbers to match with incoming invoices and related billing statements. Audits invoices and processes same, which includes data entry of invoices and warrant issuance by computer.

6115.2.16 Oversees and is responsible for the issuance of District credit cards to designated District employees.

6115.2.17 Responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, appointments, and legal documents.

6115.2.18 Keeps informed of current developments in vector control, accounting standards, reads professional literature, and participates in professional associations; works with the California Public Employee Retirement System (CalPERS), Vector Control Joint Powers Agency (VCJPA), Butte and Glenn Counties, Fair Political Practices Commission, and others if needed and/or requested.

6115.2.19 Analyzes the data and statistical reports; provides recommendations regarding supportive services.

6115.2.20 Must maintain a safe and clean work environment.

6115.2.21 Performs related work and other assigned tasks/assignments as directed by District management in a timely and efficient manner.

6115.3 Secondary Illustrative Tasks

6115.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6115.4 Knowledge, Abilities, and Skills

6115.4.1 Knowledge of the principles of administrative management including knowledge of personnel and fiscal administration.

6115.4.2 Knowledge of the District operations including knowledge of vector surveillance and control programs.

6115.4.3 Knowledge of modern office and accounting methods and procedures.

6115.4.4 Ability to learn the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6115.4.5 Ability to acquire knowledge of mosquitoes, ticks, and other vectors and vector-borne disease related to the District and/or District's service area.

6115.4.7 Ability to speak, write, and understand English, including grammar, punctuation, spelling; principles and techniques of speech and written composition.

6115.4.8 Ability to interpret and apply applicable rules and regulations.

6115.4.9 Ability to use computers and computer applications

6115.4.10 Knowledge of office equipment (e.g. type writer, copy machines, etc.)

6115.4.11 Ability to establish and maintain effective working relationships with other employees and the public.

6115.4.12 Ability to provide professional, courteous, and friendly customer service through in person interactions, over the phone, and through email; maintain tact and poise.

6115.4.13 Ability to proactively interact with District management, public officials, community leaders, the press, and the general public.

6115.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.

6115.5 Working Conditions

6115.5.1 The Administrative Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Administrative Manager must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6115.6 General Requirements

6115.6.1 The Administrative Manager must possess sufficient education and/or experience to perform the technical tasks assigned. Under normal circumstances the Administrative Manager will have a minimum of ten years' experience in administrative office duties, with an additional five years of supervisory experience. Licenses in business related fields are desirable. Certification in Human Resources is desirable. A bachelor's degree majoring in accounting, business administration, or human resources is preferred.

6115.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6115.6.3 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6115.6.4 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, or must obtain within 12 months of employment and must be maintained throughout employment for this position.

6115.6.5 Must be bondable.

6115.6.6 Qualify as a Deputy County Auditor.

6115.6.7 Must be proficient with the use of computers and computer applications; must have knowledge of Microsoft Office and QuickBooks.

6115.6.8 Be able to provide clear verbal communication and be able to hear, read, understand, and speak English.

6115.6.9 Be able to read and comprehend written instructions, including detailed technical instructions for accounting/book keeping.

6115.6.10 Be able to work safely with office equipment and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools and equipment.

6115.6.11 Be willing to learn new and different skills and abilities as required by the District. An Administrative Manager may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6115.6.12 Not obtain outside employment, if in the District Manager's judgment, it will conflict with the District program, or reduce the Administrative Manager's ability to satisfactorily perform required duties.

6115.7 Physical Requirements

6115.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6115.7.2 Body Movements: Must have the ability to sit, type, use a phone, use a computer, and computer keyboard for extended periods of time.

6115.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct office operations. Be able to provide clear verbal communications and be able to hear, read and speak English. The position requires the constant operation of a computer keyboard and using a computer ranging in length from short to extended periods of time.

6115.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 40 pounds. Standing and sitting for extended periods while performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6115.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Lift equipment/supplies up to 25 pounds above the head.

6115.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6115.8 Post Offer Requirements

6115.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6115.9 Other Information

6115.9.1 Anyone employed as Administrative Manager at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6115.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.