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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Job Description - Office Manager  
**POLICY NUMBER:** 6110

### 6110.1 Nature of Work

**6110.1.1** Under the direction and direct supervision of the District Manager, this position is regarded as administrative and relates to organizing and controlling administrative records. The Office Manager supervises other clerical subordinates in routine clerical work or special mosquito and vector control office procedures. The Office Manager reports projected and final expenditures and revenues for all District budgets.

**6110.1.2** The Office Manager is responsible for the fixed asset inventory records and sets up and maintains fixed asset inventory systems.

**6110.1.3** Responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, attendance records, appointments, and legal documents.

**6110.1.4** Compiles data and prepares federal and state tax deposits and reports, and all other payroll-related documents and payments.

**6110.1.5** 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.

**6110.1.6** Responsible for accounts payable, accounts receivables, and conducts payroll.

**6110.1.7** Assist in budget items pertaining to the administrative duties of the District.

**6110.1.8** Represents the District on specified administrative matters in dealing with other public and private organizations and the general public.

**6110.1.9** 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.

**6110.1.10** Attends Board Meetings, staff meetings, and training sessions and keeps informed of current developments, reads the professional literature and participates in professional associations.

**6110.1.11** The position of Office 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)).

**6110.1.12** In the case where an Office Assistant and/or Records Clerk / Receptionist is not employed with the District, the Office Manager must cover the illustrative tasks of the Office Assistant and/or Receptionist.

## **6110.2 Illustrative Tasks**

**6110.2.1** Assists the District Manager in formulating departmental policies and procedures.

**6110.2.2** Plan, organize, coordinate, and prepare records, record-keeping, reporting and business office procedures.

**6110.2.3** Sets up and supervises the maintenance of budgetary and fiscal records, costs data, and personnel records, and devises forms, spreadsheets, and databases as required.

**6110.2.4** Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variance.

**6110.2.5** Plan, organize, and direct District's office's administrative function including: budgeting and budget preparation; fiscal evaluations and control of 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.

**6110.2.6** Maintains the general ledger and expenditure records, furnishes records to the CPA for annual audit of all District transactions, prepares monthly financial statement of operation, and prepares cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of the following year's budget.

**6110.2.7** 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.

**6110.2.8** Analyzes the data and prepares summary and statistical reports; provides recommendations regarding supportive services.

**6110.2.9** Assists with the creation and distribution of annual reports, quarterly newsletters, news releases, and other materials.

**6110.2.10** Prepare and maintain an inventory of office supplies/materials.

**6110.2.11** 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.

**6110.2.12** Must maintain a safe and clean work environment.

**6110.2.13** Performs related work and other assigned tasks/assignments as directed by District management in a timely and efficient manner.

### **6110.3 Secondary Illustrative Tasks**

**6110.3.1** 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.

### **6110.4 Knowledge, Abilities, and Skills**

**6110.4.1** Knowledge of the principles of administrative management including knowledge of personnel and fiscal administration.

**6110.4.2** Knowledge of modern office and accounting methods and procedures.

**6110.4.3** Ability to learn the the duties and responsibilities of the Butte County Mosquito and Vector Control District.

**6110.4.4** Ability to acquire knowledge of mosquitoes, ticks, and other vectors and vector-borne disease related to the District and/or District's service area.

**6110.4.5** Ability to plan and conduct administrative service activities, analyzes budgetary problems, supervise work with others, and prepare administrative and statistical reports.

**6110.4.6** Ability to speak, write, and understand English, including grammar, punctuation, spelling; principles and techniques of speech and written composition.

**6110.4.7** Ability to interpret and apply applicable rules and regulations.

**6110.4.8** Ability to use computers and computer applications

**6110.4.9** Ability to type 45 words per minutes; knowledge of office equipment (e.g. type writer, copy machines, etc.)

**6110.4.10** Ability to establish and maintain effective working relationships with other employees and the public.

**6110.4.11** Ability to provide professional, courteous, and friendly customer service through in person interactions, over the phone, and through email; maintain tact and poise.

**6110.4.12** Oversees and is responsible for the issuance of District store and gas credit cards to designated District employees.

**6110.4.13** Responsible for receipt of incoming checks (monies) to be deposited with Butte County Treasurer. Prepares County registers.

**6110.2.14** Maintains accounts receivable.

**6110.4.15** Ability to proactively interact with District management, public officials, community leaders, the press, and the general public.

**6110.4.16** Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.

## **6110.5 Working Conditions**

**6110.5.1** The Office Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Office Manager must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

## **6110.6 General Requirements**

**6110.6.1** The Office Manager must possess sufficient education and/or experience to perform the technical tasks assigned. Under normal circumstances the Office Manager will have a minimum of five years experience in administrative office duties, with an additional three 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.

**6110.6.2** 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.

**6110.6.3** 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.

**6110.6.4** Must be bondable.

**6110.6.5** Qualify as a Deputy County Auditor.

**6110.6.6** Must be proficient with the use of computers and computer applications; must have knowledge of Microsoft Office and QuickBooks.

**6110.6.7** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

**6110.6.8** Be able to read and comprehend written instructions, including detailed technical instructions for accounting/book keeping.

**6110.6.9** 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.

**6110.6.10** Be willing to learn new and different skills and abilities as required by the District. An Office 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.

**6110.6.11** Not obtain outside employment, if in the District Manager's judgment, it will conflict with the District program, or reduce the Office Manager's ability to satisfactorily perform required duties.

## **6110.7 Physical Requirements**

**6110.7.1** 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.

**6110.7.2 Body Movements:** Must have the ability to sit, type, use a phone, use a computer, and computer keyboard for extended periods of time.

**6110.7.3 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.

**6110.7.4 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.

**6110.7.5 Occasionally:** Activity or condition existing up to 1/3 of the time. Lift equipment/supplies up to 25 pounds above the head.

**6110.7.6 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.

## **6110.8 Post Offer Requirements**

**6110.8.1** 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.

## **6110.9 Other Information**

**6110.9.1** Anyone employed as Office Manager at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

**6110.9.2** The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012