



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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Concord, CA 94520  
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[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Administrative Services Manager

**Salary Range:** \$7996 - \$9856

**Department:** Administration

**FLSA Employment Status:** Exempt

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### ESSENTIAL FUNCTION

Under the direction of the General Manager, manages, supervises, and coordinates the activities and operations of the administration department including financial and human resources functions. The position is responsible for professional and independent administrative staff work in the areas of budgeting, forecasting, cash management, general administration, and insurance. Makes recommendations for action and assists in policy and procedure implementation, and has the ability to perform complex and difficult analytical work in various staff support and finance areas.

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### DISTINGUISHING CHARACTERISTICS

This position works independently and is responsible for District administrative, financial, and human resources functions.

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### PRIMARY DUTIES

**Administrative:** Responsible for District administrative functions including, but not limited to, financial and human resources activities and operations. Manages District benefit assessment procedures, data processing and collection. Supervises all accounting functions including payroll, accounts receivable and payable, purchasing, and billing. Maintains the general ledger and the fixed asset inventory records and control system, and handles day to day District administrative matters. Assists in the development of District 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, and informs changes to the General Manager. Manages special projects at the request of the General Manager. Regularly presents administrative information to Board of Trustees.

**Finance:** Coordinates all aspects of compilation of the District annual budget for adoption by the Board of Trustees. Includes fixed asset requests, department budgets, temporary staffing costs, property tax, benefit assessment, contract billing and miscellaneous revenue projections, long term forecasts, benefits cost projections, debt management, travel budgets, Board of Trustee Budget and Audit Committees coordination and finance information distribution and cash flows. Responsible for District annual audit preparation and coordination of outside auditor functions and retention. Monitors District reserves and daily financial condition. Manages accounts, including journal entries, fund transfers, and financial reports. Supervises inventory preparation and GASB compliance.

**Insurance:** Responsible for all functions related to the District self insurance program, maintains Joint Powers Agreement (JPA) ledger, monitors District compliance, responds to required information requests, coordinates all liability claims and workers compensation injury reporting and record keeping, represents the District at variety of board meetings, researches appropriate policies, procedures and laws and monitors District investments in the program.

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**Personnel Management:** Supervises and oversees work of personnel assigned to the department. Supervises, recruits and trains administrative personnel, and performs written performance appraisals. Participates in establishing and enforcing personnel policies, labor, and safety rules and regulations. Coordinates front office work loads and staffing requirements. Oversees human resources management and related responsibilities, advises and assists managers and supervisors in coaching and counseling, performance evaluations, corrective actions, discipline, and terminations.

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**Knowledge of the following is required to perform the essential function:**

District duties, responsibilities, services, procedures, and policies;

Administrative and finance management principles;

Principles and practices of public agency business administration;

Human resources management;

Operation of computer software, financial accounting and human resources applications, databases, and spreadsheets;

Federal, state and local laws, rules, and regulations pertaining to administration of public agencies and special districts.

**Ability to do the following is required to perform the essential function:**

Recognize and solve problems in financial and administrative areas;

Plan and conduct administrative service activities, supervise work of others, and prepare reports;

Work effectively and cooperatively with management, subordinates, other government agencies, trustees and the public;

Learn and understand pertinent federal, state, and local laws, rules, and regulations related to special districts and mosquito and vector control operations;

Read and understand the District's personnel manual, policies and procedures, operating guidelines, and memoranda of understanding.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor's degree from an accredited four year college or university in public or business administration or related field. A Master's degree in public or business administration is preferred.

**EXPERIENCE:** Five (5) years of professional experience in finance and administration, at least three of which are in a public agency. Previous supervisory experience in a public agency is preferred.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California State Class C driver's license and must maintain a good driving record and be insurable with the District's insurance carrier. Must maintain a valid license and insurability throughout employment.

Certification in Human Resources or closely related field is preferred.

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**Specifications Approved by Board of Trustees on January 8, 2018**

**Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, no overtime compensation

Appointment and Removal Authority: General Manager