FRESNO MOSQUITO AND VECTOR CONTROL DISTRICT

ADMINISTRATIVE SECRETARY (SEASONAL)

Position Type: Seasonal (Non-Exempt)
Compensation: $22.00 per hour
Schedule Requirements: Monday through Friday, 7:30 AM to 4:00 PM (Regular full-time hours during seasonal terms)
Projected Seasonal Terms:

- **Term 1:** November 2026 – October 2027
- **Term 2:** January 2028 – October 2028 *(Pending performance and District needs)*

Position Overview & Future Potential
Under the direction of the Office Manager, the Administrative Secretary serves as a primary representative of the District office staff and is the first point of contact for residents scheduling appointments, receiving information, and learning about mosquito-related topics. This role provides high-level clerical, secretarial, and data-entry support to ensure efficient daily operations. Complete operational training will be provided for all specialized District software and mapping systems unknown to the selected candidate.

This position is initially established as a **seasonal, full-time hours, role** spanning the specified terms above. The District's intent is to evaluate candidates during these seasonal periods for potential transition into a **Regular Full-Time (Year-Round)** position based on performance and team integration. While a full evaluation may span up to two seasons, a candidate who demonstrates an exceptional fit may be considered for conversion sooner (including within the first six months of employment).

Please note: Employment with the District is "at will", meaning either the employee or the District may terminate the employment relationship at any time, with or without cause or advance notice.

POSITION STANDARDS & EVALUATION

- **Attendance & Punctuality:** A primary component of the employee's performance evaluation is the absolute ability to arrive on time daily and be fully prepared to work at the start of the scheduled shift. Aside from protected statutory sick leave, reliable attendance is an essential function of this position.
- **Seasonal Availability:** Because this is a business-critical seasonal operation, the employee is expected to maintain consistent availability throughout the active season. The District recognizes the need for personal time off; however, any

requested time off during the active seasonal timeframe must be submitted in advance for management approval and will be coordinated to ensure no disruption to mandatory District office coverage.

BENEFITS & PAID LEAVE

- **Sick Leave:** Employees will accrue up to **40 hours of paid sick leave per year** in accordance with District guidelines and California labor standards.
- **Paid Holidays:** Eligibility for all District-paid holidays per policy

EXAMPLES OF DUTIES

- **Data & Mapping Management:** Inputs, proofreads, corrects, and maintains field record data and service requests daily. Updates and manages sources on District maps using **ArcGIS**. Prepares Field Binder maps and manages source site documentation.
- **Administrative Assistance:** Serves as a confidential assistant to the Office Manager and provides clerical support to District staff. Assists with file setup, office forms, scanning documents for audit preparation, and preparing materials for Board meetings.
- **Customer Support:** Acts as District receptionist by answering phones, screening callers, routing visitors, and accurately scheduling or conveying service requests. Manages difficult or emotional customer situations with professionalism and empathy.
- **Timekeeping & Records Support:** Records daily employee attendance in the attendance book and Outlook public calendar. Matches and reconciles requests for leave and timecards against daily field records.
- **Accounts Payable Support:** Contacts vendors to request copies of invoices, prints incoming invoices, and accurately codes invoices for processing.
- **General Office & Breakroom Maintenance:** Maintains a clean and orderly work environment by performing general office cleanup, which includes vacuuming and dusting. Responsible for cleaning breakroom equipment and checking the refrigerator to empty expired items.

MINIMUM QUALIFICATIONS

- **Age/Education:** Must be at least 18 years of age and possess a high school diploma or equivalent.

- **Language Skills:** Proficient in reading and writing the English language. Bilingual language skills (Spanish) are highly desirable.
- **Technical Skills: Possession of a valid typing certificate demonstrating a minimum net typing speed of 45 WPM is preferred.** Familiarity with Microsoft Word, Excel, Outlook and can operate copiers, scanners, and standard office equipment. Experience or training with **ArcGIS** software is preferred, but comprehensive system training will be provided to an otherwise qualified candidate.
- **Physical Requirements:** Ability to safely lift and carry up to 40 pounds.
- **Core Competencies:** Ability to work independently, cooperate effectively with others, and exercise excellent judgment. Must be safety-conscious and capable of rapidly learning specialized job techniques.
- **Screening:** Must successfully pass a LiveScan background check.