MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

Job Description

Job Title: Receptionist – Temporary Hire  Date: January 1, 2006
Reports to: Financial Manager  Revised: February 3, 2020

SUMMARY
Under the direction of the Financial Manager this position performs assigned clerical work including reception, filing and clerical support for the administrative department and for other District departments, as directed. This position also receives and responds to calls that come into the District office, communicates with the public to schedule and input service requests into the District’s database. The Receptionist also disseminates educational information regarding the District’s programs and Integrated Vector Management Program.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES
Includes, but is not limited to:
- Greet all visitors at the District office.
- Answer District telephones and route messages or calls to appropriate sources.
- Receive and input service requests into the District’s database.
- Hand out mosquitofish to the public.
- Receive and distribute faxes.
- Operate copy machines and distribute materials as instructed.
- Provide 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.
- 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 $18.00 per hour and 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 4th 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
- Ability to speak and write effectively showing extensive knowledge of business English, composition and spelling.
- Ability to receive information over the telephone and in person in a courteous and effective manner.
- Ability to understand and carry out oral and written instructions.
- Ability to use Microsoft Word.
- Ability to operate a variety of standard office equipment effectively and efficiently.
- Ability to work cooperatively with other staff and the public, including vendors, other agencies, etc.
- Ability to demonstrate initiative, while working within the confines of the District policies.
- Good interpersonal skills, diplomacy, and flexibility.
- Bilingual capabilities a plus (Spanish) but not required.
- Ability to work with all departments as needed.

Education
- High School diploma or equivalent.
- Administrative business training desired.

Experience
- 3 (three) years customer service experience.
- Minimum of 2 (two) years experience in word processing and computer applications. (e.g. Microsoft Office 2010, 2013).
- Knowledge of mosquito and vector control procedures is a plus, 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.