



# JOB ANNOUNCEMENT

*This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.*

## **SEASONAL HELPER (Office / Information Technology)**

**Final Filing Date:** Open Until Filled.

### **Application Process**

Interested individuals may download an application from the District web site at [www.fightthebite.net/job-listings](http://www.fightthebite.net/job-listings) or in-person at the District Office between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday. Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please direct all application materials to:

Sacramento/Yolo Mosquito and Vector Control District  
Attn: Seasonal Helper, Office Assignment  
8631 Bond Road  
Elk Grove, California 95624  
(916)685-1022

Or

Submit by e-mail to [Jobs@fightthebite.net](mailto:Jobs@fightthebite.net). Please attach the application materials as a Word or PDF file with the classification title, Seasonal Helper, Office Assignment in the subject line.

**Please Note:** Applicants are responsible for getting their applications to the District by or before the deadline. Applications must be received by the District no later than 3:30 p.m. PST on the final filing date. No postmarks or faxes are accepted. E-mailed applications are not considered received until opened by District staff.

### **Job Description**

Under the direct supervision of the Department Head or Supervisor, the Seasonal Helper (Office/Information Technology), assists in the seasonal operations of the assigned department and crew to benefit the goals and mission of the Sacramento-Yolo Mosquito and Vector Control District.

The Seasonal Helper is a temporary position. Regularly performed tasks and responsibilities vary by department. Department and crew assignments may include, but are not limited to, Administration, Information Technology, and Public Information/Education.

Candidates must be available to work a minimum of 40 hours per week, Monday through Friday. The term of the position is anticipated to begin in mid-April and is expected to end on or about September 30, 2023. The term and scheduled days or hours may be increased or decreased depending upon the needs of the program and department.

**Illustrative tasks for this class varies by department assigned and may include, but are not limited to, the following:**

Performs administrative, clerical, and helpdesk support to the assigned department; communicates with the public, property owners, community and government agencies about District mosquito and vector control services; refers complex public relations or technical issues to appropriate department or supervisor; collects and enters data into computers and mobile electronic devices, such as, but not limited to, smart phones, tablets, laptop and desktop computers; may troubleshoot and provide technical assistance to District personnel as needed; prepares documents, spreadsheets, reports, handouts and other related department or District materials for review by supervisor; drives/operates vehicle and/or equipment following all District safety protocols and any applicable local, state, and federal vehicle or traffic laws; may be required to work overtime hours, weekends and holidays. May be exposed to infectious diseases associated with mosquitoes and other vectors.

A complete Job Description can be obtained from the Main District Office.

**Minimum Qualifications**

*Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District. It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications.*

**Education and Experience:**

- Equivalent to graduation from High School; experience that demonstrates possession of the knowledge and skills needed to successfully perform the illustrative tasks stated above is preferred.

**For positions assigned to Information Technology:**

- Previous experience in technical support and helpdesk in a networked office setting, including experience with PC hardware and peripherals, Windows 10/11, iOS devices and Google Workspace is preferred.

**Licenses or Certifications:**

- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

**Position Status**

The vacancy is for a seasonal, temporary position. The specific term of temporary employment for a particular employee shall be determined by the Manager. An employee's employment will expire at the end of the seasonal employment term; however, temporary employees serve at the will of the District and may be terminated at any time without cause or prior notice. Temporary employees do not have the rights described in the Personnel Manual relating to disciplinary action and dismissal. The Manager may fill a temporary position pursuant to applicable provisions of the Personnel Manual.

**Examination and Selection Process**

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application. Those candidates selected for interviews will receive a paneled oral interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview and application.

**Medical Testing**

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

**Compensation and Benefits**

The starting salary range for this position is \$ \$18.00-\$22.00 per hour paid monthly. Salary will be determined at time of hiring. Seasonal, temporary employees do not receive medical or other employee benefits except when required by law. Seasonal, temporary employees receive Sick Leave pursuant to Assembly Bill 1522 (AB 1522), the Healthy Workplaces, Healthy Families Act of 2014. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

**Equal Employment Opportunity** It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.