



Cache Mosquito Abatement District

PO Box 466

Hyde Park, Utah 84318

(435) 764-6839

JOB POSTING

Part-Time Administrative Manager

Posting Date: 1 March 2023

Closing Date: 14 March 2023

Expected Start Date: negotiable; around 21 March 2023

Wages/Benefits: This is a year-round, part-time position with no benefits offered. Hourly wage is commensurate with experience.

Hours: Hours are very flexible and will vary each month, usually requiring between 30 to 60 hours per month. Administrative Manager must be available for monthly District Board meetings, which happen on the evening of the 4th Thursday of each month (except for November and December—the meeting is on the 2nd Thursday of these two months)

Cache Mosquito Abatement District (CMAD) is a Governmental Special District serving 17 communities in Cache Valley. Our mission is enhancement of citizen health and quality of life through suppression of mosquito-transmitted diseases as well as reduction of annoyance levels caused by mosquitoes. The District is seeking a qualified candidate to fill the position of Administrative Manager.

Position Summary of Part-Time Administrative Manager:

- Creates and maintains financial and other records for the District
- Prepares checks or other means of payment
- Prepares payroll utilizing Quickbooks online
- Submits required monthly and quarterly federal/state reports, including reports for the Utah Transparency Website
- Serves as liaison to the public through phone calls and email
- Prepares agendas and disseminates other information to CMAD Trustees in preparation for monthly District Board Meetings
- Takes notes and prepares official Minutes for District Board Meetings
- Posts all required information to the Utah Public Notice Website
- Prepares and distributes forms and payments for state and federal tax requirements
- Serves as District Records Officer and maintains the required state training, testing and certification
- Maintains records as dictated by GRAMA and follows all other requirements of GRAMA
- Receives, prepares, edits, and distributes District correspondence
- Oversees maintenance of District website
- Adheres to District policies and procedures
- Performs other tasks or assignments as needed

Required Knowledge and Abilities:

- A working knowledge of generally accepted accounting principles as well as the ability to accurately perform and check arithmetical computations
- A high level of experience using a computer, word processor, and online resources
- The ability to create professional documents using proper English
- The ability to communicate with others in person, via email, and over the phone in a pleasant and courteous manner
- The ability to establish cooperative relations with the public and co-workers, as well as maintaining confidentiality as needed

Beneficial Skills:

- Familiarity with the District's computer accounting and other software (QuickBooks, Word, Excel)
- Previous experience in office practices and procedures
- Previous experience in administrative assistance/management, public relations, and/or other leadership roles
- Previous experience working in a governmental office

Employment Application Procedures:

Please contact Jessica at cmad@cachemosquito.com or 435.764.6839 for further information and/or an application form. The application form is also available on our website at cachemosquito.com

Ensure that a completed job application and an up-to-date resume are emailed to the District by 14 March 2023.

Applicants will be pre-screened according to the above listings, after which interviews will be offered to qualified candidates. Final selection will be made by the CMAD Hiring Committee.

Disclaimer: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties and responsibilities.