



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Mosquito Control Support Specialist

SALARY:	\$15.84 - \$25.66 Hourly
DEPARTMENT:	HC Fire & Emergency Services
DIVISION:	MOSQUITO CONTROL
OPENING DATE:	02/14/22
CLOSING DATE:	03/07/22 11:59 PM
DESCRIPTION:	

This is a full-time professional, administrative position. The employee will perform administrative duties within the Mosquito Control Department as well as oversee public education and outreach efforts.

EXAMPLES OF DUTIES:

Finance and Budget

- Assist the director with State and Local budget preparation, monitoring, and expenditures
- Prepare, execute and manage requisitions, purchase orders, invoices, contracts, travel reimbursement, and employee credit card statement processing
- Assist in the execution of RFP's/RFQ's and contracts in reference to equipment and chemical orders, work with vendors and contractors
- Prepare State and local financial reports

Outreach and Education

- Oversees and develops outreach and education program, serves as department liaison with other agencies
- Schedules, secures, coordinates and presents outreach and education events to various organizations throughout the County
- Creates, distributes and provides materials for events
- Uses and maintains social media sites to post events and provide information
- Prepares quarterly newsletter for department

Personnel

- Serves as department payroll clerk
- Performs payroll activities to include review of timesheets for accuracy
- Enters transactions/makes adjustments to timesheets
- Processes payroll and worker's compensation forms for processing
- Assist staff with procedures and changes pertaining to policies
- Prepares travel arrangements and authorizations
- Maintain personnel files to include CEUs, required training, and other items as necessary

Database and Customer Service

- Answer department phone, routes appropriately, records requests for service in database, returns calls as needed, answers residents questions, provides direction
- Enters technician timesheets into database, follows up with techs on issues
- Maintains and manages department web page, retrieves service requests for entry into database

Mosquito Control Ordinance/Code Enforcement Administrative

- Records and retrieves ordinance related complaints through residential requests and other sources, manages work flow and procedures of administrative tasks
- Manages complaint data in database and hard or electronic files to include initial data entry, assignment of inspections (72 hour, 30 day and all others), assists techs with gathering and submittal of inspection information, enters inspection results into database
- Prepares and mails notice of violation letters for techs, receives and documents returned mail/certified mail receipts
- Creates worksheets for tracking invoice charges
- Prepares legal requests for liens placed on properties, prepares lien forms, submits for authorization, schedules and prepares for BOCC agenda item through MinuteTrac
- Prepares legal requests for lien satisfactions, prepares and provides finance information for lien satisfaction totals, prepares satisfaction of lien forms for authorization, schedules and prepares for BOCC agenda item through MinuteTrac
- Updates residents/property owners of violation progression-notice of lien, notice of lien satisfaction
- Provides information from inquirers in reference to violations and liens, processes requests, invoice payments and payoff totals

Other Administrative Duties:

- Prepares documents, memos, letters, manuals, booklets and other related paperwork
- Tracks fleet repairs, maintenance, and billing
- Orders equipment and supplies, maintains office supply inventory
- Maintains a systematic file system for sections under purview
- Secure details of specialized information, coordinating office work and providing information regarding the services and operations of the unit as a whole
- Assists with items related to Strategic Planning, Business Plan, performance measures, Emergency Management documents and other procedural or otherwise performance related items.
- Assists in the planning and management of department projects and ongoing work.

Must be able and willing to work at times outside the regular scheduled workweek to include evenings, weekends and holidays.

TYPICAL QUALIFICATIONS:

Education	Graduation from an accredited high school or possession of an acceptable equivalency diploma (GED). Some knowledge of scientific terminology and code enforcement familiarity is preferred.
Experience	Three (3) years of clerical, administrative, or office management experience. Outreach/Public Education experience preferred.
Skills	Must have greater than average experience with Microsoft Office programs, the internet and the use of database systems. Knowledge and experience with social media sites.
Licenses, Certifications	Must possess and maintain a valid Florida Driver’s License and be insurable by current insurance carrier.

or Registrations	This position is subject to the Hepatitis B Vaccine and other vaccines as necessary.
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SUPPLEMENTAL INFORMATION:

Pay Grade: 211

FLSA: Non-Exempt

Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13739
 MOSQUITO CONTROL SUPPORT SPECIALIST
 KD

15470 Flight Path Drive
 Brooksville, FL 34604
 (352) 754-4817

kdale@co.hernando.fl.us

Mosquito Control Support Specialist Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School Diploma or GED
 - Associates
 - Bachelors Degree
 - Masters Degree
 - Doctorate
 - Technical School
- * 2. Do you have at least three (3) years of clerical, administrative, or office management experience?
 - Yes No
- * 3. Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?
 - Basic
 - Intermediate
 - Advanced
 - I do not have enough skills to meet the definition of Basic
- * 4. Do you have knowledge of scientific terminology and code enforcement familiarity ? (preferred)
 - Yes No
- * 5. Do you have the ability to effectively organize, plan and execute workload and special projects?
 - Yes No

- * 6. Are you able to interpret contracts, local, state and federal regulations and/or policies?
 Yes No

- * 7. Do you have the ability to perform in a multi-task environment and handle high stress situations?
 Yes No

- * 8. Do you have the ability to effectively and professionally communicate with customers and co-workers both orally and in writing?
 Yes No

- * 9. What is your tested typing speed?
 - less than 20 words per minute
 - 20-29 words per minute
 - 30-39 words per minute
 - 40-50 words per minute
 - More than 50 words per minute

- * 10. Are you able to accurately and correctly complete records, documents and reports?
 Yes
 No

- * 11. Do you possess a valid Florida Driver's License in good standing?
 Yes
 No

- * Required Question