



Administrative Associate – Mosquito Abatement

Job Description

Department: Health
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Division Director – Mosquito
Abatement

Summary

Under general guidance and direction of the Division Director – Mosquito Abatement, provides centralized administrative and operational support for the Mosquito Abatement Division and assists in coordination of workflows, systems, and communication across the program.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide administrative and operational support for field, aerial, and laboratory mosquito abatement activities, including coordinating operational schedules and communication between the Division Director, Coordinators, seasonal employees, and partner agencies.
2. Serve as the primary point of contact for public inquiries, service requests, and internal administrative coordination.
3. Receive, document, route, track, and ensure appropriate follow-up for mosquito service requests; support data entry, quality checks, and reporting related to service requests, operations, and surveillance.
4. Support scheduling, routing, and coordination of service requests using Geographic Information Systems (GIS)-supported tools and internal systems; assist with maintaining and updating mobile applications; and coordinate with Information Systems (IS), including GIS specialists, as needed.
5. Assist with onboarding, orientation, and training for seasonal employees on administrative processes, including the County's time entry system, login setup, use of division-issued devices, and internal applications; track and coordinate required testing, certifications, and continuing education units (CEUs).

For Office Use Only

Job Code: 6624

Job Title: Administrative Associate – Mosquito
Abatement

FLSA: Non-Exempt

Effective Date: 6/6/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

6. Function as a timekeeper for the division; review and approve timesheets; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management.
7. Track procurement, purchase orders, contracts, invoices, and operational documentation; monitor and maintain office supplies and equipment.
8. Maintain organized records related to operations, staffing, equipment, and compliance.
9. Assist with preparation of reports, presentations, and public-facing materials.
10. Maintain confidentiality and accuracy when handling personnel, financial, and operational information.
11. Identify administrative workflow inefficiencies, recommend improvements, and assist with documenting and maintaining administrative procedures to enhance program efficiency.
12. Assist with deliveries and errands using County vehicles as needed to support division operations and logistical needs.
13. Respond to public health emergencies as required by department or division administration.
14. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
15. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of administrative and office management practices
- Knowledge of bookkeeping, purchasing, and payroll coordination principles
- Knowledge of public health or environmental health program operations
- Knowledge of environmental health practices and basic mosquito abatement concepts
- Knowledge of safe-handling practices for various vector control pesticides
- Knowledge of data systems, recordkeeping, and documentation standards
- Knowledge of applied GIS concepts related to service request tracking and reporting
- Knowledge of Health Department policies and procedures relevant to assigned duties
- Skilled in the use of Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in organizing, prioritizing, and managing multiple administrative workflows
- Ability to assist with the orientation and training of seasonal employees
- Ability to perform basic laboratory tasks, including sorting and counting
- Ability to maintain confidentiality and accuracy
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to manage multiple tasks, assignments, and projects independently under pressure
- Ability to follow established guidelines

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Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment with occasional field or operational support activities. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors and requires the use of protective devices such as masks, goggles, and gloves. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The position involves periods of high workload during peak mosquito season and requires adaptability and attention to detail. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours per week to maintain full-time status. The expected work hours are 7:00 am to 3:30 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High School Diploma or equivalent.
2. Five (5) years of progressively responsible administrative or operational support experience.
3. Equivalent combinations of education and experience may also be considered.

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Preferred Education and Experience

1. Preference may be given to applications with experience supporting field-based or operational programs.
2. Preference may be given to applications with experience with administrative systems such as timekeeping, payroll, or internal workflow coordination.
3. Preference may be given to applications with experience working with data systems, GIS tools, or mobile applications.
4. Preference may be given to applications with experience in public health, environmental health, or a related field.

Additional Eligibility Qualifications

1. Selected applicants must obtain a Non-commercial Pesticide Applicators License in the area of Public Health through the State of Utah during the probationary period for new hires or trial period for promoted County employees and must maintain license during employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Centers for Disease Control (CDC) and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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