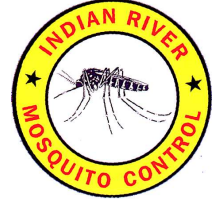


Indian River Mosquito Control District



Commissioner Janice Broda ♦ Commissioner Anna Kirkland ♦ Commissioner Thomas Lowther
Isik Unlu, Executive Director

5655 41st Street, Vero Beach, FL 32967 ♦ Phone: 772.562.2393

<http://irmosquito.com> ♦ irmcd@irmosquito2.org

October 16, 2026

The Indian River Mosquito Control District is accepting applications for the Office Manager position.

Salary Range: \$57,907-\$101,525

Some of the benefits offered by the District include:

- Paid Time Off
 - Medical and annual leave accrual
 - 13 Paid holidays
- FRS Retirement
- Group Life Insurance
- Medical, Dental, and Vision Insurance
- Voluntary 457(b) deferred compensation retirement savings

Position Open until filled.

Please submit resumes to Human Resources, contact:

Human Resources

Indian River Mosquito Control District

5655 41st Street, Vero Beach, FL 32967

(772) 562-2393

HR@irmcd.org

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public record request, do not send electronic mail to this entity. Instead, contact this office by phone.



Indian River Mosquito Control District Position Description

OFFICE MANAGER

Department: **Administration**

Rev: **10/15/2026**

Reports To: **Executive Director**

FLSA: **FT / Non-exempt**

Pay Grade: **8**

General Scope of Work: The Office Manager oversees daily administrative operations, provides supervision and support to administrative staff, and coordinates customer service operations for the District's Mosquito Control Section. Responsibilities include preparing meeting minutes, correspondence, notifications, and reports; coordinating hiring activities; providing staff training on policies, procedures, software, and equipment; and developing and maintaining administrative processes. The Office Manager also provides direct administrative support to the Executive Director, including managing schedules, maintaining and tracking priority to-do lists, coordinating daily tasks, and helping ensure key priorities and deadlines stay on track.

Essential Functions (without accommodations):

- Oversee daily administrative operations and coordinate workflow to support the District's activities and priorities.
- Provide day-to-day supervision, direction, and support to administrative staff, including monitoring work assignments and ensuring timely completion of tasks.
- Oversee customer service operations for the District's Mosquito Control Section and help ensure timely, professional responses to inquiries and requests.
- Provide administrative support to the Executive Director, including managing the schedule, coordinating meetings and appointments, maintaining and tracking the priority to-do list, and following up on assignments and deadlines.
- Prepare and coordinate meeting minutes, correspondence, notifications, reports, and other administrative documents.
- Coordinate administrative aspects of the hiring process, including scheduling interviews, tracking hiring activities, and assisting with timely completion of recruitment steps.
- Provide operational and policy training to staff, including training on administrative procedures, software applications, and office equipment.
- Develop, implement, review, and revise internal policies and procedures related to administrative operations and support functions.
- Monitor administrative tasks, track outstanding assignments, and coordinate follow-up to support timely completion of work and organizational priorities.
- Maintain and organize administrative records, documents, and information to support efficient office operations.
- Facilitate communication and coordination among the Executive Director, District staff, and other relevant parties to support daily operations.
- Perform other related administrative and operational duties as assigned.

Education and Experience

- Associate degree in business administration, office management, or a related field preferred; equivalent education and relevant work experience may be considered.
- Three or more years of experience in office administration, office management, or a related administrative role.
- Experience coordinating office operations, managing schedules, preparing reports and correspondence, and maintaining records.
- Supervisory or team leadership experience preferred.

- Experience supporting executive-level management and coordinating multiple priorities preferred.
- Equivalent combinations of education, training, and relevant experience may be considered.

Knowledge, Abilities, and Skills

- Knowledge of office administration, business operations, and administrative procedures.
- Knowledge of customer service practices, records management, and general office practices.
- Ability to supervise, coordinate, and support administrative staff and prioritize competing assignments.
- Strong organizational, time management, and problem-solving skills, with attention to detail and follow-through.
- Ability to manage schedules, track priorities, monitor deadlines, and coordinate multiple tasks and projects.
- Strong written and verbal communication skills, including the ability to prepare correspondence, reports, meeting minutes, and other documents.
- Proficiency in Microsoft Office and the ability to learn and train others on software applications and office equipment.
- Ability to develop, implement, and maintain policies, procedures, and administrative processes.
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive information appropriately.
- Ability to work independently, take initiative, and provide effective administrative support to the Executive Director and District staff.
- Ability to establish and maintain effective working relationships with staff, management, and the public.

Physical Requirements: The position primarily involves sedentary office work, including prolonged periods of sitting, working at a computer, using a telephone, and performing routine administrative tasks. The position requires the ability to communicate effectively in person, by telephone, and electronically; read and prepare written documents; and occasionally stand, walk, bend, reach, and lift or carry office supplies and materials weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.