



Clearlake Oaks County Water District

Job Description

ADMINISTRATIVE SERVICES MANAGER / BOARD SECRETARY
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Administration

Status: Non-Exempt

Salary Range: \$24.87 - \$31.05
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Conditions of Employment: This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the General Manager.

Definition/Summary: This position is classified as Regular Full Time. Under direction from the General Manager, the Administrative Services Manager plans, organizes, directs and reviews the administrative activities and operations for the District. Manages human resources, including but not limited to medical, dental, and vision benefits, new hire packets and requirements, workman's compensation claims, and safety training programs. Manages payroll and all payroll liabilities, (including CALPers, AFLAC, quarterlies, etc). Prepares projected District budget for new fiscal year, will facilitate accounts payables with job coding and assist the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support in areas of expertise.

Duties also include writing and acquiring grants/loans through state and federally funded programs. Oversee contracts, auditing of subcontractors, disbursements, progress reports, state and federal compliance, and engineering assistance. Provides a monthly progress/status report to the Board of Directors.

In addition to the administrative and grant requirements, this position also serves as Secretary to the Board. These duties include, but are not limited to, preparing agendas, board agenda packets, meeting minutes, elections, employee contracts, updating Board information on website, and maintaining compliance with all County/State requirements. This position requires attending Board meetings and activities, along with assisting the Board members on committees or tasks as directed by the Board.

This position requires a high level of independent judgment and the ability to work independently with little or no supervision.

Minimum Requirements

Education: High School Graduate or equivalent. Supplemental business / administration experience desired. A California Notary within the first year of employment and must possess a valid California Drivers License.

Experience: Minimum of three years administrative experience, Human Resources, and payroll. Grant writing experience desired.

Knowledge of: Special District governance; modern principles practices and methods of public-sector administration; principles and methods of effective communication; principles, practices, and methods of project management; organizational and management practices as applied and evaluation of projects, programs, policies, procedures, and operational needs, applicable federal, state and local laws, regulatory codes. Must be proficient with QuickBooks and Microsoft Word and Excel, and have knowledge of administrative and clerical procedures.

Ability To: Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; deal tactfully, convincingly, and effectively with personnel and government officials, understand and follow oral and written instruction; communicate District policy to the public; work cooperatively with coworkers, developers, and the general public; work independently with no supervision. Type 25 words per minute and ten key. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

Physical

Requirements: This position requires prolonged sitting, standing, walking, twisting, turning, kneeling, bending, squatting, stooping, extended computer monitor exposure, repetitive hand motion, reaching, reading, writing, typing and lifting up to 25 pounds in performance of daily activities. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature Date

General Manager Signature Date