



# Clearlake Oaks County Water District

## Job Description

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### **ADMINISTRATIVE SERVICES MANAGER / BOARD SECRETARY**

#### **Administration**

**Status: Non-Exempt**

**Salary Range: \$24.87 - \$34.95**

#### **Titles covered by Administrative Services Manager:**

Chief Financial Officer  
District Secretary / Board Secretary  
Human Resource Manager  
Payroll Manager  
Grant Manager

**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.

