

Los Alamos Community Services District
EMPLOYMENT OPPORTUNITY
Office Manager/Treasurer/Board Secretary
Salary/Overtime Exempt

POSTED DATE: November 6, 2023

FINAL FILING DATE: December 14, 2023

SALARY RANGE: \$7,407-\$9,482 Month. Office Manager/Treasurer/Board Secretary Salary/Overtime Exempt (Based on 32 hours per week – 140 hrs/month Monday through Thursday.

POSITION: OFFICE MANAGER/TREASURER/BOARD SECRETARY/
SALARY/OVERTIME EXEMPT- Graduation from an accredited four-year college or university with a degree accounting, public or business administration, economics, personnel administration, or related field is preferred.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DEFINITION:

Under general direction, maintains the official records of the Board of Directors and the District; provides staff support to the Board of Directors and General Manager/Chief Plant Operator, including the preparation, dissemination of materials for the Board meetings and the minutes of such meetings; performs related work in compliance with legal requirements and as assigned. Under general direction, plans, organizes, directs and supervises daily activities of the District office staff; performs a variety of skilled and technically complex accounting, administrative, and clerical functions; plans, organizes, directs, performs and supervises the data processing functions and services of the District; plans, organizes and executes the District's records retention program; assumes the responsibility for the safe, efficient, and smooth operation of the District office in its customer service role and completes other work as assigned. This is a full-time position accountable to the Board of Directors.

DISTINGUISHING CHARACTERISTICS:

This position is appointed by the Board of Directors and is distinguished with the responsibility to maintain and supervise District office operations and office personnel, and official records of the Board of Directors.

REPORTING RELATIONSHIPS:

The Office Manager/Treasurer/Board Secretary is an employee of the Board of Directors and reports directly to the Board of Directors. The Office Manager/Treasurer/Board

Secretary supervises directly the Customer Service Representative I. In the absence of the General Manager/Chief Plant Operator, oversees the District Field Staff as per the District's organizational chart.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Receives and processes official documents provided to the District; serves as the custodian of the District Seal and all District official records; stores and disposes of such records in accordance with legal requirements and Board policy. Signs documents as required by Service District law.
- Prepares the agenda for meetings of the Board of Directors. Assures that appropriate legal notification of meeting time and content is publicized; prepares materials for the consent calendar; duplicates materials, prepares and distributes agenda packets to Board members and other interested parties. Attends Board meetings; assures that all required materials are available; drafts Board meeting minutes from notes and/or tapes; after review, prepares and distributes copies following established procedures. Follows up on Board actions; prepares correspondence, ensures that contracts and documents are signed and that designated insurance requirements are met and notifies appropriate parties of actions taken.
- Attends once a month San Antonio Basin Groundwater Sustainability Agency (SABGSA) meeting during the evening. Attends once a month Sanitation Association for Managers (SAMA) meeting during the day.
- Works with County election staff regarding election processes for Board members.
- Oversees training of and plans, organizes, and supervises daily activities of District customer service staff; provides general management and administration of District front office; oversees application of District policies and procedures regarding establishment and maintenance of services and rates; regularly updates the General Manager/Chief Plant Operator regarding customer service operations, problems, policies, and administrative information.
- Provides support to the District General Manager/Chief Plant Operator regarding the office and accounting operating budget. In conjunction with the General Manager/Chief Plant Operator; oversees the fiscal management of the District, ensuring compliance with government regulations, rules, and District ordinances; establishes and monitors internal controls; recommends changes in practices or procedures to reduce costs and/or improve efficiency and service.
- Prepares and presents unaudited monthly financial statements to the Board of Directors at each monthly Board Meeting. Coordinates and provides requested information regarding the preparation of the annual District's audit; presents the final audit to the Board of Directors for approval; submits approved audit to required agencies.

- In conjunction with the General Manager/Chief Plant Operator, processes a variety of information for the preparation of District accounts payable, ensuring strict accountability; signs District checks, including payroll checks. Submits payroll including Director's monthly compensation and information to a Payroll Tax/Accounting Service. The Payroll Accountant also prepares and submits the W-2 forms for the Board of Directors. Processes Director's dental and vision claims. In conjunction with General Manager/Chief Plant Operator, maintains employee personnel records and stores them in a secured and locked location. Prepares and submits annual 1099 Miscellaneous forms to vendors.
- Along with the Customer Service Representative is responsible for monthly water and sewer billing, receiving customer payments, accounts receivable, processing new customer applications, closing customer accounts and processing customer service requests. The Office Manager/Treasurer/Board Secretary has general charge over the District's security safe. In addition is responsible for processing customer checks and deposits via the Remote Deposit Program through Community Bank of Santa Maria and responsible for submitting cash deposits to Community Bank of Santa.
- Works closely with designated LACSD attorney, as well as the District accountant, on an as needed basis. Works with the General Manager/Chief Plant Operator, developers and engineer and processes applications for permits to work on the District's water and sewer facilities, issues service availability letters, can and will serve letters and other duties as assigned by the Board of Directors.

ESSENTIAL FUNCTIONS:

Knowledge of functions and procedures of an elected and/or appointed Board of Directors; federal, state and Santa Barbara County laws, rules, and regulations regarding Special District operation; legal requirements pertaining to public agency notification and record management.

Knowledge of standard office administrative practices and procedures, including records management and the standard office equipment; knowledge of business computer applications, including word processing, spreadsheets and standard reports generation; business letter writing and the standard format for typed materials; record keeping principles and practices; business arithmetic; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone, occasionally where relations may be strained.

ABILITY AND SKILL TO:

Perform technical, specialized, complex, and detailed office and secretarial support work. Provide varied office and staff support to an elected Board of Directors and General Manager/Chief Plant Operator. Compose correspondence and other written materials from notes or brief instructions. Type or word process at a rate of 45 words per minute from a standard copy. Take accurate minutes of Board and other meetings. Meet critical time deadlines. File with speed and accuracy.

Communicate clearly and concisely, both orally and in writing. Work effectively and cooperatively with a wide variety of customers and other individuals in person and/or by telephone.

Apply and explain District policies and procedures. Exercise sound independent judgment within established policy and procedural guidelines.

Effectively train, supervise, and evaluate Customer Service Representative I. Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Graduation from an accredited four-year college or university with a degree in accounting, public or business administration, economics, personnel administration, or related field is preferred.

Equivalent to graduation from high school and five (5) years of increasingly responsible office/administrative experience, providing a knowledge of accounting practices and word processing. Experience in a public agency setting is highly desirable.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, is required to:

1. Meet all conditions set forth in the Employee Handbook under Section II - Introduction to Employment, Subsection D. - Requirements for Employment.
2. Possess a valid and appropriate California Class C driver's license and be insurable by the District's vehicle insurance carrier.
3. Possess the equivalent to graduation from high school and five (5) years of increasingly responsible office/administrative experience, including accounting practices and word processing.
4. Be able to establish and maintain favorable interpersonal relations with co-workers, Directors, and District customers.

PHYSICAL DEMANDS:

Sitting, standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., and infrequently up to 50 lbs.); kneeling, stooping, bending, squatting, close and distance vision; use of hands to finger, handle and feel objects, tools, or controls; driving vehicles.

PHYSICAL AND SENSORY EQUIPMENT:

In general, it is necessary for the employee to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating special testing and analyzing equipment. It is also imperative that the employee be able to maintain the mental capacity allowing the

making of sound decisions following specific guidelines and the demonstration of intellectual capability to deal effectively with customers in person and on the phone and to make independent decisions to protect the customer's health and sanitation and protect the District and other's property in emergency situations.

EMPLOYMENT PROCEDURE:

Applications must be filled out completely and show clearly that the employment standards listed in this employment opportunity bulletin are satisfied. Information provided is subject to verification. Applications must be completed on a standard LACSD application and submitted to the District Office by mail, P.O. Box 675, Los Alamos, Ca. 93440 or delivered in person to 82 North St. Joseph Street, Los Alamos, Ca. 805-344-4195, by the **FINAL FILING DATE OF THURSDAY, DECEMBER 14, 2023, by 3:00 PM.** A resume may be submitted along with the completed application if desired, however, a resume may not substitute for the application. **Incomplete applications may result in disqualification.**

Equal Opportunity: It is the policy of the Los Alamos CSD to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance evaluation, promotion, training, termination, compensation or other personnel-related activities regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Pre-Employment Requirements include, but not limited to, the following:

1. A valid California Drivers, License and insurable through the LACSD.
2. A valid Social Security Number.
3. A completed W-4 form.
4. All job applicants must prove authorization to work in the United States at the time of the job offer. Documentation establishing authorization to work may include Social Security card, certification of birth in the United States, or other approved documentation. Picture identification will be required.

Upon conditional offer of employment, the LACSD will require pre-employment drug and alcohol screening, medical examination, and background check.

EXAMINATION PROCESS: The selection process for Office Manager/Treasurer/Board Secretary will consist of screening the application packet. Meeting the minimum qualifications does not guarantee participation in the examination process. Only those who appear to be the best qualified may be invited to participate in the examination.

The LACSD reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

SALARY AND BENEFIT INFORMATION

THE SALARY RANGE consists of ten steps as follows.

STARTING	1	2	3	4	5	6	7	8
\$7,407	\$7,593	\$7,782	\$7,977	\$8,176	\$8,381	8,590	\$8,805	\$9,025
9	10							
\$9,251	\$9,482							

VACATION is accrued at ten days per year increasing with District service.

TWELVE HOLIDAYS are observed per year with an additional two floating holidays.

SICK LEAVE is accrued monthly at ten days per year.

ADMINISTRATIVE LEAVE is accrued at 4 days per year.

RETIREMENT is covered by CalPERS 2% @ 62. Employee pays 7.750 % of tax deferred gross with the District's contribution being the CalPERS rate at time of hire The LACSD also participates in Social Security.

INSURANCE including medical, dental and vision to all employees and eligible dependents within 30-days of hire.