

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Secretary – Job Description
POLICY NUMBER: 2360
REVIEWED: 02/25/13; 03/11/13; 08/17/15
ADOPTED: October 28, 2002
AMENDED: March 11, 2013; February 22, 2016

2360.10 Description. The District Secretary acts as the Secretary of the Board. The District Secretary is hired by the General Manager and the Finance Officer. The District Secretary will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175 – Performance Evaluations and presented to the General Manager for recommendations. Under direction of the General Manager and with little supervision, acts as administrative assistant to the General Manager, Finance Officer and Public Works Superintendent.

2360.11 The District Secretary attends to administrative detail on special matters assigned by the General Manager, Finance Officer and Public Works Superintendent, composes correspondence on own initiative on matters not requiring personal attention of the General Manager, Finance Officer or Public Works Superintendent, writes reports and letters and acts as office manager in the absence of the Finance Officer.

2360.12 The District Secretary prepares agendas, coordinates time schedules and attends meetings of the Board of Directors and other District related meetings and functions as required, transcribes and edits minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding Board matters, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2360.13 The District Secretary serves as receptionist for the District, greeting persons conducting business with the District, answering telephones, preparing deposits of daily receipts, picking up and processing mail.

2360.14 The District Secretary collects service fees and miscellaneous receipts and posts to the appropriate accounts, sends late notices, files and records liens on delinquent accounts.

2360.15 The District Secretary reviews, scans and files all run reports and sends the billings to the contractor.

2360.16 The District Secretary sends thank you letters to donors to the ambulance memorial fund sends letters of acknowledgment to the families and orders memorial plaques to be placed in the library.

2360.17 The District Secretary oversees workers' compensation claims.

2360.18 The District Secretary maintains a filing system for all pertinent District documents.

2360.20 Prerequisite Qualifications:

2360.21 Graduation from High School and four (4) years of increasingly responsible clerical and secretarial experience.

2360.22 The District Secretary shall possess a valid California driver's license and a satisfactory driving record.

2360.30 Desirable Qualifications

2360.31 The District Secretary should have knowledge of modern office methods, practices and equipment, and techniques of business letter and report writing.

2360.32 The District Secretary should have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail, compose correspondence independently or from general directions, take, transcribe and edit Board material and minutes quickly and accurately, type at a speed of not less than sixty (60) words per minute from clear copy and maintain cooperative relationships with those contacted in the course of work.

2360.33 The District Secretary should have the ability to: plan, organize and supervise the work of others in the performance of general clerical work, express ideas and give instructions effectively, apply rules and regulations to specific cases, analyze data and draw logical conclusions and take the lead and become a primary source of reference for assigned areas of responsibility.

2360.34 The District Secretary should have knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision.

2360.40 Basic Work Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday.

2360.50 Essential Job Duties:

2360.51 The District Secretary may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2360.52 Task: Performs receptionist, customer service, clerical and accounting work including operation of related business equipment.

Physical Demand: Sitting, standing, stooping, twisting, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, lifting up to 25 lbs.

2360.53 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to complete and balance spreadsheets and do other accounting calculations and mails claim checks.

Physical Demand: Sitting, close vision, twisting, bending, use of hands to finger, handle or feel objects, tools or controls, operating a computer.

2360.54 Task: Prepares and mails billings, reports, forms, questionnaires, etc.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2360.55 Task: Filing.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.56 Task: Interacts with other special districts, city, county, state and federal agencies, to obtain information, attend meetings, and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision, speaking, hearing, driving vehicle.

2360.57 Task: Attends meetings of the Board of Directors and other meetings and training as assigned and prepares associated minutes, notes and reports.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of hands to finger, hand writing notes, handle or feel objects, tools or controls, driving vehicles, overnight lodging in hotels.

2360.58 Task: Answering telephones, processing mail, providing direct customer service.

Physical Demand: Sitting, standing, twisting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2360.60 Essential Job Duties – Continued

2360.61 Task: Communicates with District customers and members of the public, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, and driving vehicle.

2360.62 Task: Acts as Office Manager in the absence of the Finance Officer

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles

2360.70 Marginal Job Duties

2360.71 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.80 Environmental Demands:

2360.81 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2360.82 Inside: Usually works indoors in temperature-controlled environment.

2360.83 Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2360.84 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2360.90 Mental Requirements:

2360.91 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2360.92 Writing: Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's currently used word-processing software.

2360.93 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's currently used spreadsheet software.

2360.94 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2360.95 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2360.96 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals

2360.97 Social Skills: Ability to relate cooperatively with members of the public, directors and District personnel on a constant and face-to-face basis.

2360.98 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2360.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.