

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT
DISTRICT ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION STATEMENT**

REVISED: 09/15/2020

JOB TITLE: Part-Time District Administrative Assistant

JOB CLASSIFICATION: – Administration - Confidential Employee

REPORTS TO: District Superintendent

CONTACT NAME: Ryan Rhoades

E-MAIL ADDRESS: mccsd@mcn.org

COMPENSATION RANGE: \$20.00 TO \$25.00 Per Hour.

POSITION SUMMARY: A part-time position, under the direct supervision of the District Superintendent. Performs a wide variety of clerical and administrative duties in support of the Mendocino City Community Services District (MCCSD) Board and Superintendent. Prepares and maintains official correspondence, records, files, reports, and public documents. Screens and directs calls and takes messages. Greets visitors and customers, provides customer and vendor support, uses computer for word processing and spreadsheet data entry. Assists the District's accounting firm by answering billing and account related questions, assists in the maintenance of District financial records, vendor accounts, and billing. Performs the duties of Board Secretary, Office Administrative Assistant, and Human Resources.

Position also: 1) prepares agendas and minutes for MCCSD Board and Committees, as necessary; 2) produces and distributes MCCSD Board agenda packets; 3) attends all MCCSD Board and Committee meetings and prepares minutes; 4) assists District Superintendent with various paperwork, notices, mailings; 5) assists bookkeeping firm with accounts payable, accounts receivable, customer and vendor support, payroll, local, state, and federal reporting; 6) assists bookkeeping firm with monthly and quarterly utility bill printing, mailing, and processing; 7) human resource responsibilities include recruitment activities; maintaining personnel files; monitoring all files and procedures for compliance with federal and state laws; administrating workers' compensation claims, benefits administration, and various personnel leave policies; responds to inquiries and facilitates communication, including those of a sensitive nature ; and various human resource projects; 8) this a confidential position dealing with private information that must be kept confidential.

ESSENTIAL FUNCTIONS: The ability to multitask, constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and fax machines, and answering telephone. Requires the ability to give and receive oral information; good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long

periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours. Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment with established guidelines. Must have ability to read/write and speak English. Must be able to enter data into computer accurately, read and understand all departmental requirements, prepare and compile reports, and exercise independent judgment within established guidelines.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

Board Secretary

1. Performs public noticing and posting per Brown Act requirements.
2. Prepare public meeting agendas, notices, and board packets.
3. Submit agendas, notices, and records to District web page manager in a timely manner, and regularly check web page for accuracy.
4. Assists in preparation of District reports, resolutions, and ordinances.
5. Assist in Budget preparation and review.
6. Submit, deliver, and mail agendas, board packets, and notices to Board members, Committee members, attorneys, and community members in a timely manner
7. Assist the District's accounting firm in the preparation and delivery of financial reports to the board.
8. Attend, actively participate, and record, all monthly, committee, and special meetings, furnish minutes of all meetings.
9. Other duties as assigned or required.

District Office/Clerical/Financial/Human Resources

1. Prepare sewer connection permits and collect fees.
2. Prepare groundwater extraction applications and collect fees.
3. Coordinate and organize meter reading data collection, notify customers, and assist operators in entering meter readings into data base computer.
4. Notify customers, when late on payments, late on water meter reporting, and over use.
5. Prepares delinquent reports and coordinates shut off of accounts for nonpayment.
6. Assist the District's accounting firm with preparation of financial records such as accounts receivable and accounts payable and other financial activities.
7. Assist the District's accounting firm with monthly and quarterly billing.
Assist the District's accounting firm with CalPERS, State, and Federal payroll reporting.
8. Type District correspondence, letters, and reports.
9. Maintains all District files.
10. Maintains professional relations with the general public and public agency officials, respond to questions from the public and public agencies.

11. Assist District Superintendent in preparation of reports to the MCCSD Board and other County and State agencies.
12. Proofread, edit, and correct documents as requested.
13. Answer phones, take messages, greet customers.
14. Pick up, sort, and review the mail on a regular schedule.
15. Construct and maintains up to date and accurate personnel files which comply with federal, state, county, and District requirements.
16. Ensure understanding of District personnel policies with regard to employee reviews, salaries, benefits, and payroll.
17. Administer/manage employee workers compensation, disability, and leave claims.
18. Monitor certificates of insurance, maintain records and advise the Board, public, contractors, and staff on required content and form.
19. Maintains an inventory of office supplies, ordering and documenting purchase transactions
Provides administrative assistance to the District Superintendent.
20. Recommend administrative changes.
21. Dealing with legal matters -- responding to requests for information, tracking court dates, etc., coordinating with attorneys, and duties of a notary.
22. Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED) and two years of general office experience; or graduation from a recognized Junior College Business Curriculum schedule of courses. Experienced in the day-to-day operations of local government. Experience and knowledge in use and operation of computers running the Microsoft Windows Operating System and proficient in the use of Microsoft Office Suite of programs including Word, Excel, Outlook and PowerPoint.

DESIRABLE EXPERIENCE/EDUCATION:

- A college degree (B.A., B.S.) in business or public administration or related field.
- Two years' experience as an office Manager or Administrative Assistant
- One year bookkeeping and/or cashiering.
- Ability to speak conversational Spanish.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and recordkeeping applications.
- General functions and activities of municipal government.
- Basic computational skills.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Performing arithmetic and mathematical calculations rapidly and accurately.
- Researching and applying applicable laws and regulations regarding conduct of public meetings, rules of order and public records.

- Communicating clearly and effectively, orally and in writing with co-workers and the public.
- Using email, spreadsheet and word processing software.

Ability to:

- Deal politely and effectively with the general public and co-workers.
 - Follow complex procedures for a variety of processes.
 - Organize and follow up on a variety of tasks in specific timeframes.
 - Record and prepare minutes of meetings.
 - Perform responsible clerical duties requiring the use of independent judgment.
 - Multi-task and prioritize work flow.
 - Exercise a critical approach to regular routines and make suggestions for improvement.
 - Use Microsoft Office Programs in a proficient manner.
 - Consistently meet scheduled deadlines.
 - Compose and prepare correspondence.
 - Establish and maintain filing systems.
 - Establish and maintain professional, courteous and effective working relationships with others.
- Ability to perform data input quickly and accurately.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

1. Possesses a valid California Driver's License.
2. Obtains Notary Public Certification within one year of employment.

NOTE: The job description is a general summary; it is not an all-inclusive list of job duties, and an employee will be called upon to complete other duties as assigned by the District Superintendent.

The job description does not constitute an employment agreement between the MCCSD and the employee, and is subject to change by the District as District needs or the requirements of the job change.

Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.

SUPERVISION RECEIVED: Under the direct supervision of the District Superintendent.

SUPERVISION EXERCISED: None.

WORK HOURS:

1. 9:30 a.m. to 4:00 p.m., Monday thru Friday. Approximately 30 hours per week. With a 30 minute lunch break. Must be willing to work overtime and/or alternate schedule when required. Work schedule is flexible based on District and employee needs.

NOTE: The job description is a general summary; it is not an all-inclusive list of job duties, and an employee will be called upon to complete other duties as assigned by the District Superintendent.

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The job is a part time position, employee is at-will and continued employment is not guaranteed. After successful completion of a probationary period a benefits package may be offered as well as an increase in hours worked.

Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.

HOW TO APPLY:

Send your resume with a cover letter and work-related references to Mendocino City Community Services District, P.O. Box 1029, Mendocino, CA 95437, or e-mail at mccsd@mcn.org

All final candidates will be subject to a background investigation, and the final candidate will be required to pass a District-sponsored physical examination.

For a complete job description or should you have any questions regarding this position or the recruitment process, please call the District Office at (707) 937-5790. For further information about Mendocino City Community Services District, visit the website at www.mccsd.com.