

JOB DESCRIPTION DRAFT

BURNEY WATER DISTRICT – EXECUTIVE ASSISTANT/RECREATION PROGRAM MANAGER

DESCRIPTION

Under the general direction of the District Manager, performs for District staff and its Board of Directors a wide variety of specialized communication and administrative support duties involving a high degree of accuracy, tact, discretion, trust and independent judgment with limited direction and supervision. This is an exempt and confidential position that is blended with the Recreation Program Manager position.

When functioning as Recreation Program Manager, coordinates and manages the activities of the District's Parks and Recreation operations, including the budgeting, planning, development, promotion, and evaluation of community based programs, activities, and facilities; serves as a technical resource for assigned staff; performs other related duties as required.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the District Manager. Exercises direct and indirect supervision over assigned staff.

EXECUTIVE ASSISTANT JOB SUMMARY

The Executive Assistant must understand and implement laws, regulations, policies and procedures applicable to the District including but not limited to elections process, economic disclosure, Brown Act and public records. The position requires the use of excellent written and verbal communication and listening skills. He or she also must exercise good public relations skills, and the ability to work cooperatively and tactfully with elected officials, the public, business partners and staff in a small team setting.

In the extended absence of the District Manager/Board Secretary, the Executive Assistant may be appointed to either or both roles by the Board of Directors and is directly responsible to the Board to perform all functions of the Office of Board Secretary as required by the County Water District Law (State Water Code §30000 et seq), and if appointed, to temporarily perform District Manager's responsibilities.

The position provides a wide range of executive level support and communication for the District Manager and the Board of Directors. The Executive Assistant is responsible for internal and external support services, requiring a thorough knowledge of the operations, procedures, rules, regulations, precedents, and management objectives of the District with the ability to interpret and apply that knowledge with good judgment.

AND RECREATION PROGRAM MANAGER JOB SUMMARY

Under the general direction of the District Manager, coordinates and manages the activities of the District's Parks and Recreation operations, including the budgeting, planning, development, promotion, and evaluation of community based programs, activities, and facilities; serves as a technical resource for assigned staff; performs other related duties as required. This is a working manager position and may include participation in day-to-day activities associated with the District Parks and Recreation Programs.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (EXECUTIVE ASSISTANT)

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Understands the importance of collaboration, communication and support in a small team setting. Works cooperatively with others.
2. Provides administrative support to District Manager and staff. Performs duties of the front office as back-up coverage during vacation and sick leave absences.
3. Independently composes, types, formats, proofreads, and edits a wide variety of written materials including letters, legal documents, articles, website content or basic reports from general instructions, rough drafts, verbal instruction, or recordings.
4. Becomes fully aware of and follows the operating procedures, business processes and policies of the District.
5. Possesses a working knowledge of and is able to interpret the Brown Act, California Water Code, Government Code, and other special district law.
6. Researches, extracts, compiles, interprets, edits, coordinates and summarizes information, legal documents and data (confidential and non-confidential) for various projects and reports.
7. Prepares contracts, agreements, ordinances, resolutions, easements, MOUs, requests for qualifications and proposals, property leases, and personnel forms.
8. Assists the District Manager in general contract administration and compliance, insurance coverage certification, recordation of memoranda of agreement, easement acquisition, development agreement commitments, performance and maintenance bonds, and asset dedications.
9. Participates in negotiations with recognized employee organizations and developers; takes records of issues discussed to prepare agreements.
10. Answers phone calls and emails. Serves as a contact/resource person for the District; may screen calls, visitors and mail; responds to moderately complex complaints and requests for information and assistance; With the guidance of the District Manager interprets and explains regulations, procedures, policies, systems, rules and precedents in response to inquiries and complaints from the public, customers, staff, District counsel, Directors, consultants, contractors, vendors, tenants, developers, representatives of other organizations, title companies, insurance companies, and others; researches and gathers information to provide accurate answers and information; refers more technical questions or issues to District Manager; ensures follow-up to inquiries.
11. Maintains document to assure follow through to completion (e.g., recordation of documents, obtaining signatures, transmittal of correspondence, notifying the public and employees of Board actions, electronic and hard-copy filing, records management, etc.).
12. Maintains schedules and calendars for the Board of Directors; arranges meetings and conferences; coordinates travel arrangements.
13. Attends Board and Committee meetings; prepares and finalizes minutes; records Board actions and votes; assists in compliance with Brown Act. Attends meetings outside of working hours.
14. Prepares, delivers, and posts agendas, meeting notices and other related materials; assembles meeting packets and arranges for or distributes copies of material. Responsible for the preparation and dissemination of all documents for board meetings. Reviews drafts for punctuation, spelling and grammar; makes or suggests corrections to drafts.
15. Maintains the District's website. Produces and publishes Board meeting materials on the website; composes and publishes original written content relevant to the public as directed; edits existing

content. Collaborates and troubleshoots with web developers for technical needs. Ensures content is up-to-date. Complies with accessibility regulations.

16. Composes, prepares, publishes, and posts resolutions, ordinances and public hearing notices with District Manager for Board and Committee meetings. Assures legal time requirements are met.
17. Coordinates election procedures with Shasta County and candidates. Prepares documents declaring an election will be held. Administers Oaths of Office to Board members and submits to Shasta County. Participates in orientation of new Directors.
18. Coordinates legal proceedings such as elections, annexations, assessment districts, public hearings, etc.
19. Coordinates filing of conflict of interest statements, campaign statements, and statements of facts roster of public agencies. Responsible for maintaining the District's Conflict of Interest Code, ensuring compliance with the Political Reform Act.
20. Attends educational classes, seminars, and other training programs in order to increase knowledge and stay current with technology and information on District-related subjects.
21. Notarizes documents for District and the general public; must reside in California.
22. Responsible for the District's short-term and long-term records management program; maintaining and safeguarding all District files, including but not limited to, contracts, electronic board packets, resolutions, ordinances, agendas, minutes and legal documents consistent with the Record Retention Policy. Maintains and updates Record Retention Program.
23. Monitors, tracks, and reports on progress of required employee trainings, employees' professional license and certificate renewals, and financial incentives and credits provided by insurance carrier.
24. Assists in the preparation of annual budgets. Participates and assists in the administration of the District budget.
25. Prepares and posts job descriptions and announcements.
26. Assists with preparation of District newsletter.
27. Prepares and administers grants.
28. Undertakes other duties as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (RECREATION PROGRAM MANAGER)

1. Oversees and develops marketing materials, including flyers, press releases, online promotions, billing inserts, and activity guides; prepares staff reports;
2. Makes presentations to the Board of Directors and Pool and Parks Committees.
3. Participates in long-range park planning, including assessing facilities, grounds, buildings, and equipment, and the layout and design of parks; works with the District Manager on capital improvement projects to determine appropriate direction for parks and facilities preventative maintenance.
4. Oversees the selection, training, and evaluation of programs for all Parks and Recreation personnel; provides and/or coordinates staff training; identifies and resolves staff deficiencies; provides corrective personnel actions as required for seasonal staff; ensures safety policies; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes, and regulations.

5. Works with various federal, state, regional, county, and city agencies on recreation related matters; provides responsible and complex staff support to the Board of Directors and District Manager and develops recommendations for policies and programs related to Parks and Recreation activities.
6. Prepares, manages, and coordinates the development of the Parks and Recreation budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and supports programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
7. Coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
8. Confers with the District Manager on Parks and Recreation policies, long range programs, and coordination of Parks and Recreation activities with the activities of other departments and public agencies.
9. Develops and recommends scheduling of recreational facilities and established fees for recreational programs and facilities usage.
10. Provides administrative and technical direction to staff; ensures appropriate training for assigned staff in all areas of work; identifies training opportunities and needs; participates in the selection, motivation, and evaluation of assigned staff; monitors work activities to ensure safe work practices, work quality, and accuracy.
11. Prepares grant applications, contracts, agreements, and written reports; oversees the collection and reporting of funds; seeks revenue enhancement opportunities.
12. Responds to questions and concerns and provides information as appropriate and resolves issues and complaints; provides for regular communication between various program staff.
13. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

REQUIRED KNOWLEDGE AND SKILLS

- Ability to establish and maintain effective working relationships with employees.
- Highly proficient in Microsoft Office Suite.
- Ability to independently compose original written material for website, newsletters, and reports.
- Ability to provide varied, responsible and confidential secretarial and administrative support for the District Manager and staff.
- Interpret and apply federal, state and local laws, regulations and guidelines.
- Principles and practices of customer service.
- Work independently to identify and resolve potential problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Possess and exhibit initiative and independent judgment.
- Excellent planning and organizational skills and the ability to prioritize and meet deadlines.
- Methods and techniques of supervision, training, and motivation of volunteer, seasonal, part-time, full-time, and/or contractual staff.
- Use basic principles of mathematics for calculating chemical dosage rates and other required formula for the safe operation of District pool facilities.
- Monitor chemical levels in pools as per County and/or State requirements.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE - Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

- a) Graduation from a high school or equivalent; an Associate's Degree or advanced clerical training is highly desirable; or
- b) Minimum of at least five years of related public agency experience in an executive level secretarial position with responsibility for providing administrative support with a public agency; or
- c) An equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis, as well as, any combination of education and experience that provides the knowledge, skills, and abilities necessary for a Recreation Program Manager.

LICENSE AND CERTIFICATES - Possession of a valid Driver's License, acceptable by and in good standing with States of California. Possession of a valid California Notary Public appointment is required within twelve (12) months of hire date; California residency is required to obtain Notary. Must obtain prior to first pool opening (typically first week of June) after time of hire: Lifeguard Certification, Water Safety Instructor, CPR/First Aid/AED (Professional Rescuer Level), Lifeguarding Instructor, Certified Pool Operator, and Aquatic Facilities Operator.

PHYSICAL WORKING CONDITIONS

Ability to function in a typical office environment and at District recreation facilities. The employee frequently is required to stand; walk; sit; and use a keyboard. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and tolerate adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. May perform lifeguard duties to provide coverage during pool season. May be required to drive to deliver documents to Directors or to attend meetings and trainings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

GENERAL STATEMENT OF DUTIES:

At this level, the employee performs clerical work requiring customer service and administrative experience and some knowledge of office methods and equipment and a capacity to learn and assist in a variety of pertinent financial and statistical record keeping procedures, precedents and policies. The employee reports to the District Manager and primarily assists the District Manager with Administrative Duties and Customer Service issues.

DISTINGUISHING FEATURES OF THE CLASS:

The Administrative Assistant / Customer Services Clerk must be able to perform his/her duties with some supervision and must also have the capability of learning to perform a wide variety of duties as requested and required to complete assigned work. The Administrative Assistant / Customer Services Clerk is expected to be the primary point of contact for escalation of customer issues when not performing Administrative Assistant duties.

EXAMPLES OF WORK PERFORMED:

The Administrative Assistant / Customer Services Clerk will be primarily responsible for performing the following work:

- Providing administrative assistance in duties related to the District Manager's Board Secretary duties; posting and distributing meeting agendas and packets per Brown Act Requirements; preparing and collating all needed information into the board packets for pre-meeting review by the board; preparing conference room for board meetings and other meetings as necessary; attending open session meetings and taking minutes; scanning, copying, numbering and archiving meeting agendas, packets, minutes, resolutions, ordinances, policies and procedures; answering inquires from the public concerning board actions and agenda schedules; responding to all public records requests within legally established timeframes
- Providing administrative assistance in duties related to filing, archiving, researching and retrieving physical or electronic documents or records.
- Providing administrative assistance in duties related to computer operation of word processing, spreadsheet and database applications to accurately create documentation, correspondence or other written records or communications.
- Providing administrative assistance in duties related to computer operation of email, and scheduling software for internal and external communications and coordination of scheduling and planning.
- Maintaining and updating District web pages; bulletin boards, and other methods of communications.
- Providing administrative assistance in duties related to using telephone system and District two-way radio system for internal and external communications.
- Receiving and responding to complaints about District service; resolving a variety of problems related to accurate meter readings, high consumption, delinquent accounts, service shut-offs / turn-ons, and improper billings.
- Communicating with customers, face to face and via the telephone, to discuss and resolve problems and concerns; preparing bulk mailings related to customer communications, such as public notices, consumer confidence reports, etc.
- Processing incoming and outgoing mail and parcels.

- Backing up Office Clerks as assigned by District Manager.
- May be assigned to work on special projects and run occasional errands.
- On occasion, may be temporarily assigned to perform the duties of another classification in the District.

The Administrative Assistant / Customer Services Clerk will be expected to:

- use district computer extensively as it pertains to district policies and practices;
- file, type and use a calculator and other business machines;
- have and maintain the ability to apply procedures, precedents and policies as they pertain to this position; use good judgment in choosing among available alternatives;
- maintain cooperative relationships with those contacted in the course of work;
- perform other duties that may be required or requested.

PREFERRED QUALIFICATIONS:

Must have at least six (6) months of customer service and administrative experience. Must have average typing skills; have a valid California driver's license and maintain a good driving record; be bondable; have a good physical and mental capacity and at least have a high school diploma or other qualifying educational background equivalent to such a diploma (GED).

TYPICAL PHYSICAL ACTIVITIES:

- Operate District or personal vehicles while conducting District business from District Office to areas within the community.
- Must have strength and stamina sufficient to carry, push, pull, reach, and lift items up to 20 pounds, routinely.
- Ability to sit for extended periods of time.
- Ability to reach at above shoulder height, at shoulder height, and below shoulder height.
- Ability to use step-ladder to reach items above shoulder height.
- Use office equipment such as computer terminals, copiers and facsimile machines.
- Ability to communicate orally in face-to-face and one-on-one settings; ability to communicate via telephone and two-way radio.
- Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, and distinguish among the red, green, and amber colors of traffic signals.
- Hearing within normal ranges.

GENERAL STATEMENT OF DUTIES:

The Pool Manager performs all duties necessary for the safe operation and management of the Raymond Berry Intermountain Swimming Pool. This is a classified, salaried position that reports directly to the District Manager. The Pool Manager duties begin after the end of the first pay period in May and end at the end of the first pay period in September. The District Manager has discretion to authorize the Pool Manager to start working earlier and end working later than the previous period specified.

DISTINGUISHING FEATURES OF THE CLASS:

The Pool Manager exercises lead managerial responsibility over pool personnel and facilities. This employee must be able to perform his/her duties with little or no supervision; must also be able to perform a wide variety of duties as requested and required with the correct knowledge, skills or abilities needed to complete assigned work.

EXAMPLES OF WORK PERFORMED:

The Pool Manager's responsibilities include, but are not limited to, the following work:

- Performing necessary human resources duties for hiring, appointment and termination of all assigned pool personnel.
- Appointing, with the approval of the District Manager, an Assistant Pool Manager to provide coverage during the Pool Manager's absence.
- Filling in for or rescheduling pool personnel in the event that scheduled pool personnel are unable to work an assigned shift.
- Scheduling all programs and events that occur at the pool.
- Collecting or appointing someone to collect fees and dispense receipts, balance revenues each day, and deliver them to the Burney Water District office staff.
- Ensure accuracy of pool personnel time cards and delivering them to the Burney Water District office staff for regular payroll processing.
- Scheduling cleaning duties of the pool and premises.
- Creating work orders for any work needed to be done by the Burney Water District field staff at the pool facility.
- Monitoring of chemical levels in each of the pools as per county or state requirements.
- Maintaining all Safety and First Aid equipment
- Making weekly reports to the District Manager regarding all pool business.
- Making monthly reports to the Board of Directors at their regularly scheduled meetings.
- Performing Pool Facility opening and closing functions which may include disarming or arming alarm, unlocking or locking facility gates and buildings, counting cash drawer at beginning and ending of day, checking phone messages, etc.
- Balancing and reconciling customer accounts.
- Creating and maintaining pool procedures.
- Training pool staff on pool procedures.
- Documenting training on pool procedures.
- Preparing and issuing pool passes to customers, collecting necessary customer information to ensure patron safety.

- Communicating with customers, face to face and via the telephone, to discuss and resolve problems and concerns; taking customer payments and manually counting back change; making customer payment arrangements.
- Revoking pool passes and privileges as necessary to maintain safety of pool personnel and patrons and ensure an appropriate family-friendly experience.
- Keeping perpetual inventory of pool assets, equipment and materials.

The Pool Manager will be expected to:

- Have and maintain the ability to apply procedures, precedents and policies as they pertain to this position.
- Use good judgment in choosing among available alternatives.
- Maintain cooperative relationships with those contacted in the course of work.
- Perform other duties that may be required or requested.

PREFERRED QUALIFICATIONS:

Preferred qualifications include a current California Red Cross Lifeguard Instructor's Certificate, a California Red Cross Water Safety Instructor-Trainer Certificate/Authorization, CPR and First Aid cards or the ability to obtain these prior to the opening of the pool each season. Must also have or be able to obtain a National Swimming Pool Foundation Swimming Pool Operators certification prior to the opening of the pool.

Minimum qualifications include a current California Red Cross Lifeguard Certificate, a California Red Cross Water Safety Instructor Certificate, CPR and First Aid cards or the ability to obtain these prior to the opening of the pool each season. Must have a valid California driver's license and maintain a good driving record; be bondable; have a good physical and mental capacity. Must possess a high school diploma or other qualifying educational background equivalent to such a diploma (GED).

TYPICAL PHYSICAL ACTIVITIES:

- Operate District or personal vehicles while conducting District business from District Office to areas within the community.
- Must have strength and stamina sufficient to carry, push, pull, reach, and lift items up to 20 pounds, routinely.
- Ability to sit for extended periods of time.
- Ability to reach at above shoulder height, at shoulder height, and below shoulder height.
- Ability to use step-ladder to reach items above shoulder height.
- Use office equipment such as computer terminals, copiers and facsimile machines.
- Ability to communicate orally in face-to-face and one-on-one settings; ability to communicate via telephone and two-way radio.
- Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, and distinguish among the red, green, and amber colors of traffic signals.
- Hearing within normal ranges.