June 2, 2014

SAUSALITO-MARIN CITY SANITARY DISTRICT

OFFICE MANAGER / DISTRICT SECRETARY

DEFINITION

Under general supervision of the General Manager, plans, organizes, oversees, and performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, accounts receivable and payable, and sewer service charge administration; participates in preparation of the District's operating and capital budgets; plans, organizes, and oversees office and confidential personnel administration duties, including recruitment and selection, benefit administration, personnel policies and procedures, and records management and other related office functions; serves as the District Secretary under direction of the President of the Board of Directors; provides complex and responsible support to the General Manager in areas of expertise. The position is at-will, non-exempt and serves at the pleasure of the Board of Directors.

SUPERVISION EXERCISED

Exercises supervision over the Administrative Assistant and other temporary or part-time office personnel as assigned.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative only)

Budget and Finance

- Plans, oversees, and participates in the operations and functions of the District's budget and finance programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis and reporting, revenue collection, and sewer service charge administration.
- Analyzes financial data and prepares the District's Annual Financial Statements, including narrative, financial, and statistical data sections.
- Supervises and performs accounts receivable and payable functions including analyzing and reconciling expenditure and revenue accounts and verifying availability of funds and classification of expenditures; deposits receipts in District accounts; researches and analyzes transactions to resolve problems.
- Prepares month-end closing; reconciles all general bank accounts to the general ledger and prepares any adjusting entries; produces financial reports and Warrant List.
- Works with the General Manager to prepare and implement annual operating and capital improvement budgets; prepares or directs the preparation of reports to assist with budget administration and expense management on an ongoing basis.
- Oversees District's revenue functions including billings, invoicing, and collections.
- Works with the District auditor to prepare documents, reports, schedules, and work papers required for coordinating the annual external audit; confers with auditors and provides information as required and implements auditor's recommendations.
- Prepares bi-annual invoices and annual reconciliation for cost of service to the Tamalpais Community Services District.
- Tracks project related expenditures and manages the capital project accounting system.

- Oversees sewer service charge administration including working with the local water district to obtain water usage for commercial and institutional customers and calculating and transmitting sewer service rate information to the County.
- Manages, coordinates, and implements systems and procedures related to all financial controls and reports; provides comprehensive financial management services and solves varied accounting and related problems within legal guidelines and District policies.
- Reviews monthly City and County building permit notices and collects appropriate connection fees.
- Assist in the administration of the District's Proposition 218 sewer service charge increase noticing and public information and outreach plans, as needed.
- Administers Private Sewer Lateral Loan Assistance program.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops a wide variety of financial reports and statements.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the District; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Administers District's procurement program, including ensuring compliance with purchase order policies and monitoring and reconciling credit card transactions.
- Oversees the maintenance of various financial records including tax receipt, sewer service charge income, and other income statements.

<u>Human Resources</u>

- Administers the employee benefits and workers' compensation programs, including assisting employees with completion of forms and answering questions, and reporting accidents and injuries as required by law.
- Makes monthly and quarterly reports to governmental agencies for tax purposes and preparing annual W-2 forms.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Review, revise, and maintain District Personnel Rules manual as needed
- Review, revise, and maintain District Standard Procedures manual as needed

<u>District Secretary</u>

- Performs and coordinates the fulfillment of legal administration requirements of the District Board, including but not limited to preparation of Board meeting agendas, minutes, staff reports, required training, resolutions, contracts, legal notices, annual conflict of interest statements, and related records and reports. Serves as District Secretary.
- Exercises judgment and tact in communicating with the public, elected officials, and the media; provides information regarding processes and procedures, which may require the interpretation of rules and regulations; Oversees District communication protocol with the public.
- Schedules and tracks meetings of the Board and its committees. Makes reservation and arrangements for Board of Director and others to attend meetings and conferences. Administers the District's expense reimbursement policy.

- Administers the District's record retention policy and procedures. Maintains on-site and off-site files; acts as the official record-keeper of the District.
- Review, revise and maintain District Sanitary Codes as needed

Other Duties and Responsibilities

- Works with the District's computer systems contractor to administer, troubleshoot, repair, replace and upgrade computers and computer systems, including hardware and software applications. Ensures servers are backed-up daily and data is safeguarded and protected.
- Administers and maintains the District website, including working with other employees to ensure website materials, reports, and announcements are up-to-date and accurate.
- Develops and maintains computer and hard copy filing systems for such items as bid documents, contracts, agreements, ordinances, resolutions, permits, notices, certificates, policies and procedures.
- Performs and supervises word processing for staff correspondence, memos and reports; proofreads materials for completeness, accuracy and correct English usage, spelling and grammar.
- Performs other related duties and special projects as required.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting and auditing and their application to public agency operations.
- Basic principles and procedures of human resources administration, including recruitment and selection, benefits administration, and personnel policies and procedures.
- Principles, practices, and procedures related to public agency record keeping and the District Secretary function.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including financial software such as Quickbooks Pro Accounting Software, Microsoft Office Professional Suite, such as Excel, Word, PowerPoint, and Access, and other database and spreadsheet applications.
- Records management principles and practices.
- Correct English usage, including spelling, grammar and punctuation.
- Business arithmetic.
- Functions of a special district or public agency.
- Occupational hazards and standard safety procedures.
- Basic wastewater terminology and operations.

Skill in:

- Performing complex and detailed professional accounting work.
- Composing clear and concise correspondence related to District business.
- Inputting and retrieving data from automated systems with sufficient speed and accuracy to perform the work.
- Maintaining accurate records and files.
- Preparing clear and accurate reports.
- Detailed analysis of business activities, programs, policies and procedures.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate financial records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Develop, plan, coordinate, and implement records management program suited to the needs of the District and in compliance with federal, state, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials
- Plan and organize own work; establish priorities and meet critical deadlines.
- Assign, direct, and review the work of others.
- Communicate clearly and concisely, both orally and in writing, in English
- Analyze office procedures and develop, recommend, and implement modifications or improvements as needed
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public

OTHER QUALIFICATIONS

Any combination of experience training and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Six years experience in performing administrative or office administration duties. Three years of financial or administrative experience in governmental or special district setting with supervisory experience is desirable.

Education

Equivalent to graduation from a four-year college or university with major course work in business management, accounting, finance, public administration, or a closely related field. Possession of an advanced degree is desirable.

LICENSES AND CERTIFICATES

Must possess a valid driver's Class C license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be able to work occasional overtime to meet project deadlines and evenings to attend meetings.