



December 31, 2009

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TO: LOCSO Board of Directors

FROM: Sandi Woods, Administrative Supervisor *SW*

SUBJECT: Agenda Item 5F – 1/7/2010
Approval of Verbiage Changes to Administrative Secretary and
Administrative Clerk I/II Positions

SUMMARY

Attached are two job descriptions from the LOCSO Personnel Policy. These job descriptions are:

7020 Administrative Secretary
7040 Administrative Clerk I/II

RECOMMENDATION

Staff recommends that your Board review and approve the changes to the two job descriptions listed above.

This item will be approved along with the consent calendar unless it is removed by a director for separate consideration.

Attachments

7020 – ADMINISTRATIVE SECRETARY

1. DEFINITION

Under the supervision of the Administrative Supervisor, acts as Deputy Secretary to the Board of Directors, Deputy District Clerk and secretary for the District under the supervision of the Administrative Supervisor; attends to administrative detail on special matters assigned by the Administrative Supervisor and General Manager, and performs other related work.

2. TYPICAL TASKS

- Composes correspondence on own initiative on matters not requiring personal attention of the Administrative Supervisor;
- writes reports and letters;
- prepares agenda and attends meetings of the Board of Directors;
- 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;
- prepares basic computer spreadsheets;
- ~~may be required to~~ **Assist** in the District's bookkeeping, billing, and handling of cash receipts (**Accounts Receivable**) and disbursement (**preparation of vouchers and Accounts Payable**);
- ~~may be required to~~ **be able to** answer telephones, operate business machines, meet with the public, deposit funds at the bank, and run errands;
- **prepares Public Records Request responses**
- **handles issues involving Solid Waste**
- **works with and is the contact person for the LOCSD Webmaster**
- does other related work as required **assigned**.

3. EMPLOYMENT STANDARDS

Knowledge of:

- Modern office methods, practices and equipment;
- techniques of business letter and report writing;
- principles and practices of financial record-keeping, basic principles of accounting, computerized accounting
- office computer equipment and software.

Ability to:

- perform responsible clerical, bookkeeping 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;
- prepare basic computer spreadsheets;
- maintain cooperative relationships with those contacted in the course of work;
- meet and deal with the public and co-workers tactfully and courteously.

4. EDUCATION/EXPERIENCE

Any combination of education and experience equivalent to graduation from high school; two (2) years of increasingly responsible clerical and secretarial experience; a valid California driver's license.

7040

ADMINISTRATIVE CLERK I/II

1. DEFINITION:

Under the supervision of the Administrative Supervisor, performs a wide variety of general clerical duties including: reception; public information; customer service; word processing; filing; copying; operation of automated office equipment including personal computers, facsimile, electronic copiers, printers, adding machines, etc., and other related work as required.

2. TYPICAL TASKS: (Common to Levels I and II)

- Answer multi-line phone
- Assist the public in person and on the phone or direct inquiries to staff qualified to provide answers
- Provide information and assistance to customers regarding their accounts
- Receive payments from customers
- **Custodian of \$200 Change Fund at reception desk to be balanced daily**
- **Custodian of \$300 Petty Cash Box to be balanced bi-weekly on the 2nd & 4th Wednesday of each month; if the date scheduled to balance the account falls on a holiday, the account will be balanced on the preceding Tuesday.**
- Provide information and assistance to District field personnel regarding customer accounts
- ~~Attend committee meetings, take notes and produce minutes~~
- **District Liaison for Advisory Committees**
- Receive and process mail
- Prepare documents from rough draft or copies
- Compose correspondence as directed
- Create, update and revise forms
- Monitor fax machine and distribute incoming faxes
- Filing and copy work
- Maintenance of reception, conference and common areas
- Does other work as required- **assigned**
- **Prepares Pubic Records Request as assigned (in absence of Administrative Secretary)**
- **Assist in preparation of vouchers for the Administrative Department, have an understanding of Administrative A/P accounts, prepare blanket PO's as assigned**

3. DISTINGUISHING CHARACTERISTICS

Factors that affect position classification include the variety and complexity of work assignments, supervision exercised or received, decisions made and the limitations or responsibility and knowledge of each level.

Administrative Clerk I/II – Perform all of the typical tasks listed above

Administrative Clerk II - additionally:

- Responsible for the maintenance of the LOCSD Community Calendar on Channel 20
- Contact person for the LOCSD with the contract Information Technology staff
- Create and maintain specialized mailing data base(s)
- Create basic computer spreadsheets
- Maintain LOCSD Reproducible Master Copies documents and library
- Substitute for Administrative Secretary at Board meetings, take and transcribe minutes of same
- Perform specific staff work including: research, development, distribution, tabulation and writing survey reports for the General Manager and/or LOCSD standing committees

To qualify for advancement to the position of Administrative Clerk II, an employee has to have been employed in the Administrative Clerk I position for a period of two (2) years and have had two (2) "Outstanding" employee evaluations. The appointing authority may appoint at the Administrative Clerk II level at the time of appointment for an exceptionally qualified candidate.

4. EMPLOYMENT STANDARDS:

Administrative Clerk I/II:

Knowledge of:

- Modern office methods, practices and equipment
- Techniques of business letter and report writing
- Office computer equipment and software
- **Elementary accounting principles**

Administrative Clerk II – additionally:

- ~~Elementary accounting principles~~

Ability to:

- Accurately type at a minimum speed of 40 words per minute
- Proficiently operate a 10-key adding machine
- Perform responsible reception, clerical, bookkeeping and secretarial duties
- Compose correspondence independently or form general directions
- Perform basic math calculations and make change accurately
- Balance the cash drawer for the cash water payments received , provide the Water Billing Clerk with cash payments and receipts record of same to be credited to customer accounts
- Prepare computer spreadsheets
- Work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same
- Maintain a cooperative relationship with those contacted in the course of work
- Meet and deal with the public and co-workers tactfully and courteously

EDUCATION/EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school; two (2) years of increasingly responsible clerical and secretarial experience; a valid California driver's license