

Gold Mountain Community Services District Administrative Assistant

I. Description

Under the direction of the General Manager and in line with the mission and goals of the Gold Mountain Community Services District *to deliver water, sewer and fire services to the residents and commercial entities that operate in the District Boundaries* the Administrative Assistant;

- a) Is responsible for ensuring the efficient and orderly day-to-day operations of the District office with minimal supervision
- b) Assess, identify, develop, and implement measures to provide efficient delivery of services to customers.
- c) Works closely with accounting consultant, auditor, and legal counsel.
- d) Performs a variety of duties relating to the resolution of customer problems, provides information requested by customers and other members of the public having an interest in District affairs; in unusual circumstances, refers issues to the General Manager
- e) Upon appointment, serves as the Board Secretary and provides the services thereof as prescribed in the California Special District Law
- f) Prepares and posts agendas and attends meetings of the CSD Board of Directors, responsible for the transcription and editing of minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding Board matters, and prepares correspondence and maintains files on official actions.
- g) Works to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration.
- h) Provides coordination and acts as a liaison among contractors, employees, volunteers, and Board members.
- i) Assists the General Manager with the solicitation coordination and evaluation of bids necessary for CSD contracts, materials, equipment, etc.
- j) Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administrative tasks.
- k) Interface with County officials to facilitate board appointments and elections, property tax billing and collections.

II. Specific Duties

Under the direction of the District General Manager, job duties include but are not limited to the following:

- Responds to requests for information from Board members, staff, consultants, constituents, realtors, escrow companies, appraisers, prospective property owners, current property owners, vendors, and the general public as they pertain to District activities and responsibilities.
- Coordinates day-to-day operations with CSD staff.

- Updates and maintains District database relating to water and sewer connected and standby customers and fire tax enrollment. Makes database changes in ownership mailing addresses, telephone numbers, and email addresses.
- Maintains and updates the GMCSO website.
- Creates, maintains, and updates the office procedures manual.
- Maintains and regularly backs up District computer files.
- Picks up and processes District mail and attends to email and telephone calls and/or directs inquiries to appropriate District personnel.
- Responds to emergency phone calls relating to District services (during business or after hours) and coordinates, in consultation with the General Manager, repair services as needed.
- Prepares and codes invoices for transfer to accounting consultant.
- Prepares and posts District Board meeting agendas.
- Helps to coordinate and assist at regular and special Board meetings, which may include booking the meeting location, preparing and distributing meeting packets and materials to Board members and providing handout information for the District meeting attendees; with advance notice, regular work hours may be adjusted when weekend and/or occasional evening meetings are anticipated.
- Prepares initial draft of District meeting minutes and routes to General Manager, President, Board of Directors or other designated authority, after formal approval of District meeting minutes, posts minutes to the website and places originals in District files.
- Provides administrative and organizational assistance for the District portion, if any, at the Annual meeting of property owners
- Sends District welcome packets, as appropriate to new property owners.
- Maintains District grant deed and easement files and any other files pertaining to District activities.
- Provides “will serve letters” to the County under the direction of the General Manager
- Distributes District communications to property owners, creates, publishes, and distributes routine District newsletters.
- Works with the Board of Directors to follow up on any enforcement actions, including administration of the District delinquency policy and the preparation of appropriate communications; files any property liens as may be necessary or as directed.
- Maintains District office supplies.
- Assists with preparation of water and sewer operations reports as necessary.
- Prepares the annual Fire Tax Roll report for Plumas County
- Works independently with minimal supervision.

III. Required Qualifications

High school diploma, or equivalent, with at least one year of directly related office experience; proficiency in computer skills including MS Word and MS Excel; ability to use office equipment; proficient writing skills and the ability to communicate with a variety of people including District personnel and the general public.

Experience in an administrative or clerical role for a public agency and knowledge of laws and regulations governing special districts is desired.

Position requires a high level of concentration, attention to detail and strong writing skills necessary to produce reports, correspondence, and documents. The ability to work independently, provide self-direction and exercise good judgment is required.

Must possess a California driver's license and have a satisfactory driving record.

IV. Physical Demands

Sitting, standing, twisting, close vision; occasionally lifting up to 25lbs; use of hands and fingers to handle or feel objects, tools or controls. Almost always works indoors in temperature-controlled environment.

V. Marginal Duties

Other related duties may be directed or assigned.

Vi. Other

- This is a non-exempt position subject to the Fair Labor Standards Act (FLSA)
- This position is considered part-time, consisting of approximately 15-25 hours per week and will be paid on an hourly basis using bi-weekly payroll. Actual hours may be adjusted up or down by the General Manager depending upon the workload and actual demands of the job during a given period of time or season.
- Offer of employment may require a physical examination, a background check, and drug screening in compliance with District policies.