

FINAL AGENDA
BOARD OF DIRECTORS REGULAR MONTHLY MEETING
FEBRUARY 24, 2021

<i>Brenda Haynes, President</i>	Anderson-Cottonwood Irrigation District 2810 Silver Street, Anderson, CA 96007	<i>Tiger Michiels, Director</i>
<i>Audie Butcher, Vice President</i>	(530) 365-7329 Fax (530) 365-7623	<i>Ray Eliante, Director</i>
<i>John Currey, General Manager</i>	www.andersoncottonwoodirrigationdistrict.org	<i>Rick Williams, Director</i>

AGENDA

**BOARD OF DIRECTORS
SPECIAL MEETING
FEBRUARY 24, 2021**

REGULAR SESSION - 4:00 P.M.

**Meeting will take place at the District Office
2810 Silver Street, Anderson, CA
Allowing only Board Members and ACID Staff to attend.**

Public Participation Via Phone

**Submission of Public Comments:
For those wishing to make public comments at the Board Meeting,
please submit your comments by email to be read aloud at the meeting
by the General Manager, John S. Currey.
Email comments to General Manager at GM@acidistrict.org**

**Pursuant to Executive Order N-29-20
Directors, staff, and the public may participate remotely by calling:**

**1-425-436-6368
Access Code: 2331616**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS – NONE**
- 3. DISCUSSION ITEMS - NONE**
- 4. PUBLIC PARTICIPATION**

This time is set-aside for members of the public that wish to address the Board regarding operations of the District within the jurisdiction of the Board. Any member of the public on the telephone may speak during the Public Participation period. Individuals are requested to limit their comments to a maximum of three minutes.

The Brown Act prohibits the Board from taking action on any item not placed on the printed Agenda in most cases.

FINAL AGENDA
BOARD OF DIRECTORS REGULAR MONTHLY MEETING
FEBRUARY 24, 2021

5. CONSENT AGENDA - NONE

6. ACTION ITEMS

- 6.1** Receive staff report regarding current and future administrative staffing and provide directions for the Office Manager position
- 6.2** Receive staff report regarding payroll services and provide direction regarding a possible switch to an outside payroll service

7. GENERAL MANAGERS REPORT

Administrative – Construction – Maintenance – Operations

8. DIRECTOR'S REPORTS

- Comments on District Activities
- Questions to Staff on District Issues

9. ADJOURNMENT

Anderson-Cottonwood Irrigation District

TO: ACID Directors
FROM: John S. Currey

Agenda Item No. 6.2
Meeting Date: 02/24/2021

DATE: February 4, 2021

Action Item
 No Action Requested

SUBJECT: Receive staff report regarding payroll services and provide direction regarding a possible switch to an outside payroll service

Background:

As I am reviewing the Districts processes and considering options for streamlining tasks and allocating staff time in the future, I am evaluating how we currently are meeting our human resource (HR) needs and how we may want to do so in the future. Currently HR duties are divided between the chief financial officer (CFO) and the office manager.

CFO duties require 2.5 hours per pay period and include the following principal tasks:

- Preparation and distribution of payroll checks
- Preparation and payment of benefits
- Preparation of payroll reports
- Payment of payroll taxes
- Tracking attendance records for accuracy

OM duties require 2.5 hours per pay period and include the following principal tasks:

- Preparation and printing of weekly timecards
- Tracking and recording of weekly hours worked
- Tracking and recording of attendance and accrued leave
- Tracking and monitoring leave use

GM duties require 1.0 hours per pay period and include the following principal tasks:

- Review and approve of payroll and benefit checks
- Review and approve of leave requests
- Review and approve of all employee timecards

Maintenance Supervisor's (MS) duties require TBD hours per pay period and include the following principal tasks:

- Reviews maintenance staff timecards weekly
- Completes daily work logs detailing what each employee has done during the day

All employees complete a daily timecard that includes:

- The clock in and out time and significant tasks performed that day.

Each step generally represents pieces of paper that is passed along to the next person.

The payroll duties are distributed over the entire administrative staff and require several hours for pay period. Furthermore, the HR responsibilities fall to the GM and CFO which can involve a significant amount of time to research and understand the changing labor laws.

Anderson-Cottonwood Irrigation District

The goals that I have established for considering an outside payroll service are:

- 1) Reduce the eliminate of manual tasks, such as printing weekly timecard, recording hours multiple times, calculating leave accruals, etc.
- 2) Reallocate staff time to other duties
- 3) Mobile timeclock app for Ditchtenders
- 4) Access to HR resources
- 5) Comparable cost

My initial step was to contact ADP, as I have used their services before. I discussed with ADP our specific issues regarding the Union contract and its provisions. They believe that the ADP systems can handle the unique contract provisions. ADP prepared a quote for the Enhanced Payroll Service and the online/mobile ADP Time and Attendance system.

- 1) Enhanced payroll costs \$115 per pay period or \$2,760 per year
- 2) Online/mobile ADP Time and Attendance system costs \$54.55 per month or \$654.60 per year

As proposed these ADP services would cost \$3,414.30 per year.

Not included in the comparison was ACID time to prepare and file W2. ADP has a separate one-time cost for processing W2s of \$58 plus \$5.95 per employee. The first-year cost would be \$123.45. The cost would increase if there were employee turnover.

My objective for this discussion is to determine the Boards interest in having an outside payroll service. Over my career I have done inhouse payroll, used local bookkeepers and used ADP. Overall, I found the ADP service provide access to expertise, resources and convenience that was not available through my inhouse or local bookkeepers.

There are other payroll service providers that could be contacted for their services and pricing. If the Board is interested in considering moving payroll to an outside service provider the logical time is at the end of a quarter, 3/31 6/30 9/30 or 12/31. ADP states that their lead time to setup a new client is about 10 days.

Our current system is working and a change at this moment is not required but could consolidate and streamline our HR/payroll methods.

Recommendation:

Staff request the Board consider and provide direction regarding a possible switch to an outside payroll service.

Enclosures:

- 6.2a ADP Enhanced Payroll
- 6.2b ADP Payroll & HR Packages
- 6.2c ADP Time & Attendance Info/Demo



A more human resource.™

Item 6.2

ADP® Enhanced Payroll

Small business solutions with enhanced features to help you get better control of your financial resources, help avoid penalties, and effectively manage your employees.

Small businesses are working harder just to stay in business these days. How you choose to manage your back-office burden can pull your focus away from reaching your longer term business goals — or it can bring you closer to achieving them.

ADP offers innovative solutions created just for small businesses to help you master day-to-day tasks in managing your cash, your people, and compliance risk.

With better control over the administrative side of your business — what could you achieve?

Cash and compliance management solutions

- **Flexible Payroll Input Options** – Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure.
- **Employee Access** – Employees can find answers with online access to an up-to-date payroll history, helping to reduce the number of questions you'll receive.
- **General Ledger Interface** – Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.
- **Payment Options** – Choose from three ways to pay your employees:
 - **ADPCheck™** – The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features.
 - **Full Service Direct Deposit** – The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.
 - **ALINE Card by ADP®** – Pay employees electronically on a reloadable Visa prepaid debit card.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
- **Tax Filing** – We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.

- **New Hire Reporting** – Helps protect your company from penalties due to mistakes or late filings.
- **Labor Law Poster Compliance Update Service** – We'll also enroll you in our Labor Law Poster Compliance Update Service to help you comply with these regulations.
- **Garnishment Payment Service** – A cost-effective, comprehensive solution that helps you manage all aspects of your wage garnishment processing.
- **State Unemployment Insurance (SUI) Management** – Complete management of your state unemployment insurance, including reviewing your account for erroneous charges and auditing your SUI experience rate(s) to make sure it is appropriate. We'll also handle correspondence from each state in which you pay unemployment insurance.

People management

- **Employee Info Tab** – Get a summary view of basic employee HR information.
- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **State and Federal Resources** – Get a summary view of basic employee HR information
- **HR Checkups** – Compare your current HR practices against standard HR best-practices to see how you measure up.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.
- **Quarterly Newsletter** – Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.
- **HR Dictionary** – Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

For more information, contact your local ADP Representative or visit smallbusiness.adp.com



ADP® Payroll & HR Packages

When it comes to your small business, one size does not fit all

Item 6.2b

How you choose to manage your back-office burden can pull your focus away from reaching your longer term business goals — or it can bring you closer to achieving them. ADP offers a range of innovative solutions that help you manage the administrative side of your business.

Features	ADP® Essential Payroll	ADP® Enhanced Payroll	ADP® Complete Payroll & HR Plus	ADP® HR Pro
Payroll, Taxes and Compliance				
Payroll: Online, Phone, Mobile	■	■	■	■
24/7 Customer Service	■	■	■	■
Tax Filing	■	■	■	■
Electronic Reports	■	■	■	■
Employee Access® (Portal)	■	■	■	■
New Hire Reporting	■	■	■	■
Payroll Delivery	■	■	■	■
General Ledger Interface (GLI)	■	■	■	■
RUN & Done® (Automatic Recurring Payroll)	■	■	■	■
Direct Deposit	■	■	■	■
Wisely® Direct Debit Card ¹	■	■	■	■
ADPCheck™		■	■	■
Poster Compliance		■	■	■
State Unemployment Insurance (SUI)		■	■	■
Wage Garnishment Payment Service		■	■	■
Check Signing and Stuffing		■	■	■
People Management				
HR Newsletter & Tip of the Week	■	■	■	■
State & Federal Resources	■	■	■	■
Employment Verification	■	■	■	■
New Hire Paperwork	■	■	■	■
New Hire Self-Onboarding	■	■	■	■
Employee Discount & Wellness Programs	■	■	■	■
ADP Marketplace (Digital HR Storefront)	■	■	■	■
ZipRecruiter®		■	■	■
Background Checks		■	■	■
HR HelpDesk (Live Support)			■	■
Employee Handbook Wizard			■	■
HR Toolkits			■	■
Compliance Database & Updates			■	■
Job Description Wizard			■	■
HR Forms and Documents			■	■
HR Fundamentals Training			■	■
HR Tracking			■	■
Alerts and Notifications			■	■
Document Vault			■	■
Proactive HR Support Team				■
Employee Assistance Program				■
Employee & Employer HR Training ²				■
Business/Marketing Tools and Live Advice ³				■
Upnetic Legal Services ⁴				■

¹ Wisely Direct is a prepaid account offered directly to consumers by ADP (it is not an employer-offered pay card program).

² Employee & employer HR training provided by Upnetic®, a third-party provider

³ Business/marketing tools and live advice provided by BizPro, a third-party provider

⁴ Legal services are provided by Upnetic Legal Services powered by Legal Club® (of America), a third-party provider.

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ADP Time & Attendance Info/Demo

Hi John,

As you requested I am including an overview of our Time & Attendance solutions together with the pricing breakdown and screenshots to give you a visual of the streamlined process between time and payroll. Let me know if you have any questions! ([Demo Link](#))

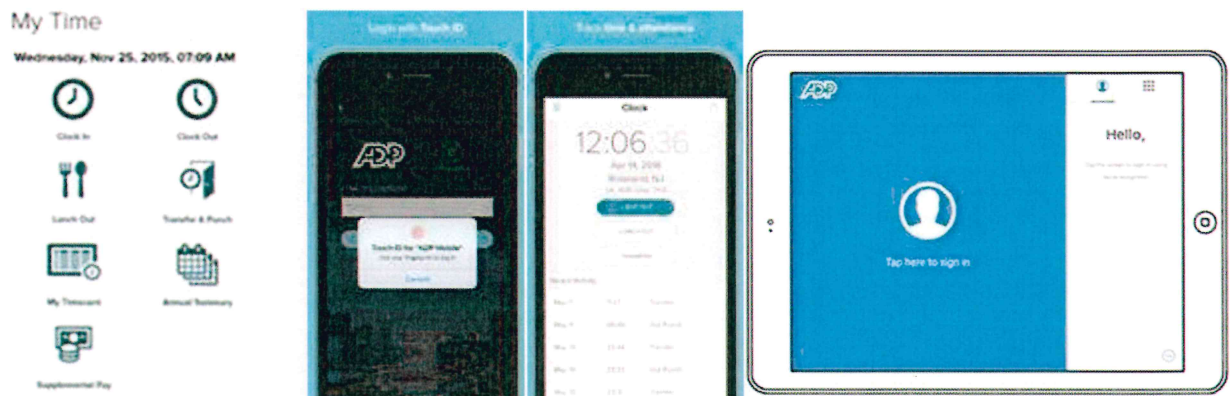
ADP Time & Attendance (click link to view video) is designed to be your all-inclusive solution for tracking employee hours, schedules, PTO accruals, time off requests, timecard exceptions and labor reports. With ADP Time & Attendance you will benefit from:

- Anytime, anywhere access for reviewing timecards and reports
- Direct integration of employee hours and supplemental pay codes right into payroll with a few easy clicks!
- Rounding rules, geo-fencing and other customizable options to fit the rules and regulations of your specific business
- Employee self-service access to hours worked, schedules and paid time off requests
- Ability to produce timecard records/reports with speed and ease for use in audits
- Physical timeclocks and online/mobile options available
- One on one implementation with ongoing support

Here's a quick overview of how our payroll integrated solution works:

Employees would clock in and clock out from either of these options:

Online/Mobile App/Tablet Kiosk



- Employees log in to their employee portal (either on a computer or an app on their mobile device) to clock in and clock out. IP and/or Geo Fence restrictions can be added to restrict time punches to certain addresses, such as your place of business.
- ADP Time tablet kiosk features facial and voice recognition.

Once your employees clock in and/or clock out, the exact time is captured and recorded in their timecard (as seen below). Your employees will also be able to clock in/out for a specific department or job so you will have the exact hours/minutes worked in each department/job:

My Timecard

Previous Pay Period: 12/25/2016 - 1/7/2017

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	JOB	DAILY TOTALS	REGULAR	OVERTIME
Sun 12/25	-		0.00			0.00	0.00	0.00
Mon 10/19	09:00 AM - 05:00 PM		8.00			8.00	0.00	0.00
Tue 10/20	09:05 AM - 05:00 PM		7.92			7.92	0.00	0.00
Wed 10/21	09:00 AM - 05:00 PM		8.00			8.00	0.00	0.00
Thu 10/22	08:30 AM - 04:30 PM		8.00			8.00	0.00	0.00
Fri 10/23	09:00 AM - 05:00 PM		8.00			8.00	0.00	0.00
Sat 10/24	-		0.00			0.00	0.00	0.00
WEEK 1 TOTALS						39.92	0.00	0.00
WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	JOB	DAILY TOTALS	REGULAR	OVERTIME
Sun 1/1	-		0.00			0.00	0.00	0.00
Mon 1/2	-		0.00			0.00	0.00	0.00
Pay Period (0.00)		Week 1 (0.00)	Week 2 (0.00)					

You will be notified of any timecard exceptions for any missed punches:

Timecard Exceptions

status is active

Previous Pay Period

EMPLOYEES (2)	TOTAL EXCEPTIONS	MISSING OUT PUNCH
Jones, Bill 1	2	2
Smith, Steven 6	1	1
Totals	3	3

With the timecard exceptions page, you can easily correct any missed punches. You will also be able to see their schedule from the same page so that you do not have to toggle back and forth between screens:

ADP | HOME PEOPLE AND PROCESS REPORTS SETUP | Search | JOHN SMITH

Timecard Exceptions

<status is active> | Previous Pay Period

Timecard Exceptions | Totals Summary

2 Missing Out Punch

EMPLOYEES (1)	DATE	IN	OUT	PAY CODE	HOURS	ACCESS VALUE	DEPARTMENT	JOB
Jones, Bill View Schedule	Mon 12/07	08:00 AM	03:00 PM		6.00			
	Tue 12/08	08:00 AM	04:00 PM		0.00			
	Wed 12/09	08:00 AM	04:00 PM		6.00			
	Thu 12/10	07:00 AM	03:00 PM		1.00			
	Fri 12/11	09:00 AM	04:00 PM		0.00			

SAVE | REFRESH

Once you have approved the timecards...

ADP | HOME PEOPLE AND PROCESS REPORTS SETUP | Search | JOHN SMITH

Totals Summary

<status is active> | Previous Pay Period

Timecard Exceptions | **Totals Summary**

EMPLOYEES (5)	TOTAL HOURS	REGULAR	VACATION	PERSONAL HOURS
Albright, Anthony 4	0.00			
Jones, Bill 1	66.50	19.00	37.50	
Rapp, Mitch 13	0.00			
Smith, Mary 26	0.00			
Smith, Steven 6	63.97	55.97		8.00
Totals for 5 Employees	120.47	74.97	37.50	8.00

... all you have to do is click a few buttons to send to payroll!

ADP

HOME PEOPLE AND PROCESS REPORTS SETUP Search

JOHN SMITH

Prepare for Payroll

View Edit Audit

REFRESH

PAY CYCLE	ACTION	STATUS	CURRENT PERIOD	NEXT PERIOD END	FREQUENCY	NOTIFICATION OPTIONS
Bi-Weekly Pay Cycle (BIWEEKLY)	START PREPARATION	Open	10/18/2015 - 10/31/2015	11/4/2015	Bi-weekly	Disabled

REFRESH

Having an automated system like this allows you to streamline your process, pay out on **accurate** time records, and have timecard records for use in audits. The above screenshots outline the basics of the Time & Attendance software. Keep in mind that this is an all-inclusive solution in which you would have access to other features such as time off requests, time off accruals, supplemental pay codes, schedules, and automatic holiday input with customizable observance days.

Anderson-Cottonwood Irrigation District

TO: ACID Directors
FROM: John S. Currey

Agenda Item No. 6.1
Meeting Date: 02/24/2021

DATE: February 22, 2021

Action Item
 No Action Requested

SUBJECT: Receive staff report regarding current and future administrative staffing and provide directions for the office manager position

Background:

The current Office Manager (OM) is leaving effective March 15, 2021. I am proposing to begin the restructuring of ACID's administrative side over the next 12 to 18 months resulting in the attached organizational chart.

The attached job description is used by several small governmental agencies to describe their key administrative position. My past manager was governed by this job description and performed most all the duties that the current CFO and OM perform, see the attached current job descriptions. This restructuring is only possible if we continue to automate many of our current practices, which are manual in nature and do not take advantage of current technology. A few examples of the administrative duties that I am evaluating and addressing are 1) customer data management, 2) work order management 3) HR/payroll services, etc.

If the board approves the attached job description with the understanding that a new office manager would grow into the position and that it would not be fully implemented until sometime in 2022. With the Board's approval, the new office manager job description implementation strategy would be as follows:

- 1) Request a temp office manager from Spherion
- 2) Provide the revised job description to the Union for their concurrence
- 3) Start to widely advertise for the office manager position
- 4) Anticipated start date 2 to 3 months

Recommendation:

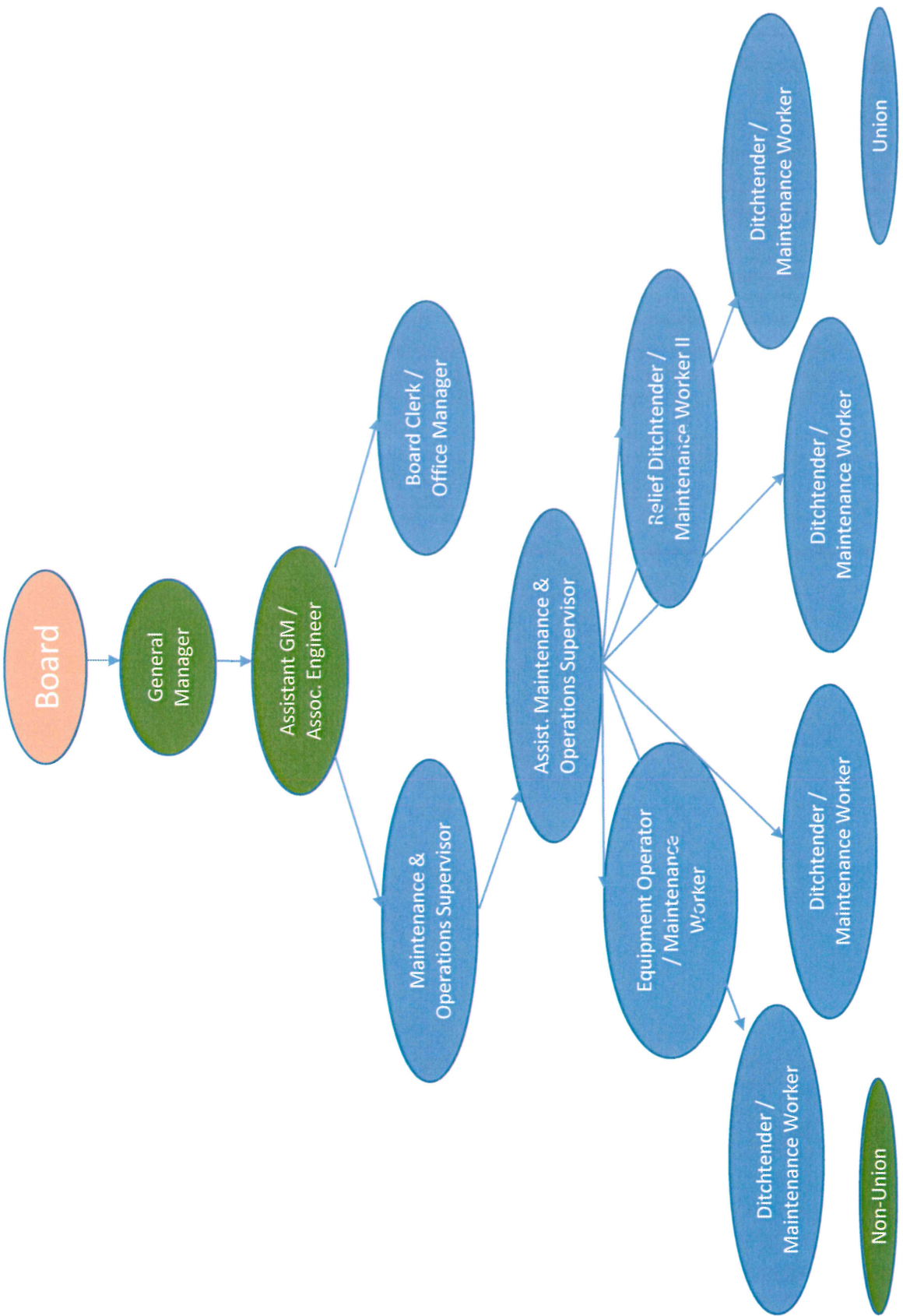
Staff request the Board approve the new office manager job description and authorize staff to proceed with implementation strategy.

Enclosures:

- 6.1a Draft ACID 2021-22 Organizational Chart
- 6.1b Draft Office Manager Job Description
- 6.1c Current Office Manager Job Description
- 6.1d Current AGM/CFO Job Description

Anderson-Cottonwood Irrigation District

Organization Structure 2021 - 2022



**Employment opportunity for an
OFFICE MANAGER
(40 hours per week)**

BACKGROUND:

Anderson-Cottonwood Irrigation District (District) located in Anderson, California, is seeking an office manager to join a dynamic team. The District is a Special District that is mandated by the State of California Water Code and provides irrigation water in Shasta and Tehama Counties.

The office manager position provides critical administrative support to District functions and operations. This position reports directly to the general manager. ACID is a union shop with wages and benefits governed by the Collective Bargaining Agreement between the General Teamsters Local No. 137 and the Anderson-Cottonwood Irrigation District. For more information on the District visit:
www.andersoncottonwoodirrigationdistrict.org.

OVERALL RESPONSIBILITIES:

The office manager's responsibilities include, but are not limited to the following:

1. Assist the general manager to prepare for the monthly Board meetings, which include preparing and proofreading staff reports, copying and mailing the Board packets, preparing and posting agenda as required by State Law, and updating the website;
2. Take accurate notes and transcribe notes into meeting minutes for Board meetings;
3. Prepare follow-up documents from Board meetings, such as processing resolutions or agreements adopted;
4. Prepare and mail annual application invoices and follow-up invoices to landowners for irrigation service, deposit funds received and record payments in Sage and on the Dichtender worksheets;
5. Maintain, update and troubleshoot Sage and Dichtender worksheets, including active & inactive records, parcels, and provide queries and reports;
6. Maintain the District's accounts payable / receivable, including paying invoices, and reconciling bank statements for several local bank accounts;
7. Process deposit for incoming deposits made for all District programs;
8. Track district board member terms and training; prepare posting / correspondence for Board member recruitment;
9. Serve as filing officer/filing official for Fair Political Practices Commission (FPPC) filings for Board;
10. Prepare public records act requests and requests from other entities as required by state law;

11. Prepare annual renewal questionnaire for insurance reporting and workers compensation report;
12. Prepare, update and maintain all personnel paperwork for processing and filing;
13. Maintain official documents and records of the District, in paper and electronic formats;
14. Purchase district office supplies;
15. Perform customer service duties, as necessary;
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Associate of Arts degree completed in Public or Business Administration, or related field. Equivalent experience may be substituted for the degree on a year-for-year basis;
2. Three (3) years increasingly responsible experience in complex administrative office work, preferably with a Special District or local government;
3. Strong written and verbal communication skills;
4. Proficient use of English, including grammar, spelling, vocabulary and punctuation;
5. Perform tasks with speed and accuracy;
6. Ability to type at 50 net words per minute;
7. Comfortable with technology;
8. Strong computer skills in Microsoft Word, Excel, Access and Sage;
9. Highly organized and motivated self-starter with the ability to prioritize;
10. Ability to work independently, as well as be part of a team; and have the ability to work with a variety of people;
11. Detail oriented while able to see “the big picture”; and
12. Valid California driver’s license, clean driving record, and current auto insurance.

DESIREABLE QUALIFICATIONS:

1. Knowledge of principles and practices of a Special District; State Laws relating to the Political Reform Act and Public Records Act;
2. Experience with website management and/or development; and

COMPENSATION: Effective July 1, 2020

1. Office manager wage: \$19.00 / Hour.
2. Health Insurance (after 90-day probationary period): includes prescription, dental and vision care, currently no employee contribution, changes per union contract.
3. Teamsters retirement (District paid).
4. Paid holidays (after 90-day probationary period): 8+1 Floating Holiday.
5. Paid vacation leave up to four weeks annually (after 1st anniversary): 40 hours after first year: 80 hours after second year: 120 hours after 10 years: 160 hours after 15 years.

Anderson-Cottonwood Irrigation District *Item 6.16*
2810 Silver Street - Anderson, California 96007
Telephone: 530-365-7329 Fax: 530-365-7623
e-mail: info@andersoncottonwoodirrigationdistrict.org

6. Paid sick leave (after 90-day probationary period): up to twelve days annually or 8 hours per month.

APPLICATION INFORMATION:

To apply, please email a cover letter, resume, and a completed application form (available at www.andersoncottonwoodirrigationdistrict.org) to gm@acidistrict.org. Successful applicants will be required to pass a background check, drug test and submit a driving record.

The deadline for applications is Monday, TBD, 2021. The position is open until filled. If you would like additional information, please contact the email address above.

**Anderson-Cottonwood Irrigation District
Job Description**

**Office Manager
August 1, 2019**

Definition and Purpose

Under general direction, to plan, organize and coordinate(s) with the administrative staff and the Board of Directors and to do related work as required. Assume the duty of clerical and administrative support in order to optimize workflow procedures in the office.

Assist the General Manager and the Assistant General Manager and staff by supporting them with planning and distributing information. Be the point of reference for all queries, requests or issues and will be an integral part of the company workforce.

Essential Duties and Responsibilities include but are not limited to:

Plans, organizes, directs and coordinate the office and administrative support functions of the District. Attends Board meetings monthly or as needed in the roll of Recording Secretary.

Provides general management and administration of the District's customer service programs, records maintenance and related office support.

Verbal and written communication skills; receptionist duties: answers phone calls and redirects them when necessary.

Confidentiality, reliability, time management.

Manage daily/weekly/monthly agenda and arrange meetings and appointments as needed

Prepare and update contact information for customers and external partners. Develop and /or maintain a filing system.

Greet incoming (customers, sales people, general public) in person or on the telephone, answering or referring inquiries to appropriate personnel or agencies.

Maintains incoming customer data base in SAGE program as well as handle A/Rs.

Make bank deposits, (both cash and remote); maintain Excel spreadsheets.

Types, prepares and collates reports, filing, and data entry.

Assist in Annual Audit by developing and maintaining spreadsheets required.

**Anderson-Cottonwood Irrigation District
Job Description**

**Office Manager
August 1, 2019**

Employment Standards

Graduation from high school or GED equivalent, and a level of experience involving the use of office equipment. Knowledge of business principles. Proficient in spelling, punctuation, grammar and other English language skills. Proven experience of producing correspondence and documents.

The ability to understand and follow verbal and written instructions.

The ability to effectively and clearly provide written reports, as required.

Responsibility for Public Contact

Frequent contact requiring courtesy, discretion, and sound judgment.

Physical Demands

Able to sit, stand and carry light office supplies.

Summary

The Secretary duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

The duties and conditions listed above 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.

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

Benefits

The benefits provided for this position are in accordance with current District policy and the current Collective Bargaining Agreement with the employees' union.

Chief Financial Officer/Assistant to General Manager Job Description
Approved by Board of Directors on July 13, 2017

Chief Financial Officer

- Accomplishes finance human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.
- Establishes finance operational strategies and customer-service strategies; resolving problems; implementing change.
- Analyzing and identifying opportunities for improvement, cost reduction, and systems enhancement; Develops financial strategies by forecasting capital, facilities, and staff requirements;
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities;
- Accomplishes finance mission by completing related results as needed
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Works closely with auditors before/during/after annual audit

Assistant to General Manager

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications;
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends Board meetings;
- Serves as Chief Fiscal Officer; directs the development and administration of the District's budget; directs and prepares financial analyses
- Responds to and directs the execution of public records requests and legal proceedings with the guidance of legal counsel;

- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; reviews and evaluates employee performance; recommends disciplinary action; *at the behest, or in the absence of the General Manager, shall supervise and may execute disciplinary action to employees*
- Assists in the development of District-wide goals and objectives; recommends improved cost effectiveness;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.