

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL AND POLICY HANDBOOK TO
INCLUDE REVISIONS TO JOB DESCRIPTIONS
FOR GENERAL MANAGER AND ACCOUNTING CLERK**

WHEREAS, Senate Bill 135, effective January 1, 2006, amended and restated Section 61000 et seq. of the Government Code ("Community Services District Law"); and

WHEREAS, Government Code Section 61045 (g) provides:

"The Board of Directors shall adopt policies for the operation of the District, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division." and

WHEREAS, the District Board of Directors has, by prior action, adopted the Avila Beach Community Services District Policy Handbook that contains the Policies and Procedures of the District ("District Policies") including job descriptions for all District Employees; and

WHEREAS, the District desires to update certain previously adopted job descriptions for the positions of General Manager and Accounting Clerk. and

WHEREAS, the proposed revisions to the District Policies were reviewed by the Board of Directors on December 10, 2013.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Avila Beach Community Services District as follows:

1. The proposed revisions to the District Policies attached collectively hereto as Exhibit "A" are hereby approved and adopted.

2.. This Resolution and the attached District Policies shall take effect immediately.

On the motion of Director Kelley, seconded by Director Janowicz, and on the following roll call vote, to wit:

AYES: Kelley, Janowicz, Rowe, Waldron
NOES: None
ABSENT: Richards
CONFLICTS: None

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Avila Beach Community Services District this 10th day of December, 2013.



Peter Kelley, President
Avila Beach Community Services District
Board of Directors

ATTEST:



John Wallace, General Manager
And Secretary to the Board

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager
POLICY NUMBER: 2300

2300.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

2300.1.5 He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Required Qualifications. He/she shall possess a bachelors degree in public administration or a related field and shall have five years experience in an increasingly responsible public agency management position. He/she shall possess a valid California drivers license. Alternatively, work experience to meet educational qualifications may be substituted at the discretion of the Board.

2300.3 Desirable Qualifications: possession of a masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – Accounting Clerk
POLICY NUMBER: 2370

2370.1 General Job Description

Under the direction of the Office Manager and with a minimum of supervision:

- (a) receives and processes mail and payments from customers;
- (b) performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- (c) provides information and assistance to customers regarding their accounts;
- (d) provides information and assistance to District field personnel regarding customer account information;
- (e) prepares, from rough draft or copies, miscellaneous documents including correspondence, purchase orders, checks, etc.;
- (f) prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- (g) routine clerical work, including filing, classifying and indexing records, copying, etc.;
- (h) researches customer account and/or application problems as directed;
- (i) processes payables, purchase orders and special withdrawals;
- (j) maintains employee records relating to health insurance and processes statements, documents and correspondence also relating thereto;
- (k) maintains vacation and sick leave records for all District employees;
- (l) orders office supplies for District, including preparing and processing requests-for-bids and vendor responses;
- (m) may serve as District liaison with LAFCo and the State Board of Equalization;
- (n) may serve as District historian;
- (o) prepares miscellaneous documents including petitions, resolutions, easement descriptions and deed forms, agreements, billing and recap sheets, correspondence;
- (p) demonstrated knowledge and performs computer duties as required for office and accounting software used and maintained by the District
- (q) other duties as may be required

2370.2 Prerequisite Qualifications

2370.2.1 High school diploma with business emphasis, or the equivalency thereof.

2370.2.2 Knowledge of District policies and procedures.

- 2370.2.3** Knowledge of elementary accounting principles.
- 2370.2.4** Satisfactory performance of District's "Clerk 1" and "Clerk 2" positions.
- 2370.2.5** Ability to accurately type at a minimum speed of 40 words per minute.
- 2370.2.6** Ability to proficiently use, or quickly learn, Microsoft Word, Excel, Quickbooks.
- 2370.2.7** Valid California driver license and satisfactory driving record.

2370.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2370.4 Hourly Compensation Range: Grade 5 Steps 1-5

2370.5 Essential Job Duties:

2370.5.1 Task: Typing correspondence, legal documents, forms, etc.; operates adding machine, FAX machine, stapler, copy machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2370.5.2 Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

2370.5.3 Task: Attendance of, and preparation of minutes for meetings.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2370.5.4 Task: Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2370.5.5 Task: Computer Operations, has demonstrated knowledge and performs computer operator duties as required for office and accounting software used and maintained by the District.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2370.6 Environmental Demands:

2370.6.1 Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100°F.

2370.6.2 Inside: Almost always works indoors in temperature-controlled environment.

2370.6.3 Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

2370.6.4 Noise/Vibration: None.

2370.7 Mental Requirements:

2370.7.1 Reading: Reads letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment.

2370.7.2 Writing: Writes reports, letters, memos, and messages; fills out forms and documents.

2370.7.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

2370.7.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

2370.7.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

2370.7.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2370.7.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2370.7.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.