



District Secretary

Job Description

Position Summary:

Under the direction and supervision of the District Manager, this position is regarded as administrative and relates to organizing and controlling administrative records. The Secretary plans and organizes files, other forms or record keeping, reports, and business office procedures; checks all invoices and pays the bills; is responsible for payroll and associated records; set up and maintains budgetary control and fiscal records, operational records, work load and cost data, personnel records, and devises forms as required; sets up and maintains property, equipment, repairs and service records; analyzes recorded data and prepares summary and statistical reports for the Manager; and develops and implements office procedures necessary for the efficient operation of the District.

Illustrative Duties and Responsibilities:

- The District Secretary acts as a confidential secretary to the Manager. The Secretary must represent the District well before the public, and maintain neatness, accuracy and efficiency in conducting all work related to the duties and responsibilities of the office, and maintain currency in office technology.
- Maintains the general ledger and expenditure records, furnishes records to the CPA for annual audit of all District transactions, prepares monthly financial state of operation, and prepares cumulative analysis of expenditure account for control of existing budget and for use in preparation of the following year's budget.
- Prepares accounts receivable and payable billings; maintains order numbers to match with incoming invoices and related billing statements; audits invoices and processes same, which includes data entry of invoices and warrant issuance by computer; prepares checks for the payment of District obligations; prepares the District's payroll.
- Oversees and is responsible for the issuance of District store and gas credit cards to designated District employees.
- The Secretary is authorized to sign such papers as necessary in the routine operation of the office, for example; Federal Exemption Certificates, routine correspondence, State Compensation Reports, State Tax reports, deposit receipts, routine financial reports, etc. and keeps the Manager informed of these items.
- Prepares Federal and State 1099 forms.
- Prepares Personnel Forms relating to employment, salary, and benefits payments; prepare documents for the District Employee Deferred Compensation Plan.

- Prepares holiday and pay period schedules; process attendance reports.
- Prepares accident reports; prepares and processes insurance forms for the District's Worker Compensation Insurance carrier and medical insurance carrier.
- Prepares meeting notices, agendas, minutes for District Board Meetings; prepares Resolutions and Board of Trustees reappointments; prepare Conflict of Interest forms.
- Prepares correspondence, insecticide-use reports, vehicle bid-sale documents and subcontractor's certificates.
- Performs other related tasks/assignments as directed by management in a timely and efficient manner.

General Qualifications and Skills:

- Graduation from high school or equivalent or any combination of education and experience that provides the following knowledge and abilities:
 - Knowledge of methods, practices and terminology used in financial and statistical accounting; generally accepted payroll procedures; standard office procedures; computer applications for accounting and personnel applications.
 - Ability to prioritize, organize, assign and evaluate the work of others; exercise initiative and independent judgement; analyze information and recommend a course of action and/or formulate a report; compile, verify and reconcile financial and statistical information from various sources.
 - Ability to speak, write, and understand English, including grammar, punctuation, spelling; principles and techniques of speech and written composition.
 - Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.
- A minimum of five years' experience in bookkeeping and or administrative office duties. Certification in Human Resources is desirable. A bachelor's degree majoring in accounting, business administration, or human resources is preferred.

Possession of a valid California Class "C" driver's license is required at the time of appointment. Employee is required to maintain a driving record that is acceptable to the District's insurance carrier.

Employment is contingent upon candidate passing a physical examination which includes a drug screen.

Physical Requirements:

Physical Activity:

Amount of Time

	<i>Occasionally</i>	<i>Regularly</i>	<i>Frequently</i>
Standing		X	
Walking		X	
Sitting			X
Lifting, carrying, pushing, or pulling	X		
Stoop, kneel, crouch or crawl	X		
Climb or balance	X		

Lifting or Force Exertion Requirements:

Amount of Time

	<i>Occasionally</i>	<i>Regularly</i>	<i>Frequently</i>
Up to 10 pounds	X		
Up to 25 pounds	X		
Up to 50 pounds	X		
Up to 100 pounds	X		

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to: extreme heat in summer months, moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate, but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.