

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: May 21, 2020

Item description/summary: District Clerk-Executive Assistant Position

Our District Clerk-Executive Assistant recently resigned to take a position with Sutter County. As this is a critical position within the District, it behooves us to fill this position as soon as possible. Attached is the revised position description (previously approved by the Board and OE3) and advertisement.

Fiscal Analysis:

No fiscal impact as we are filling a recently vacated position.

Sample Motion/Staff Recommendation:

Consider authorizing advertisement and filling of vacant District Clerk-Executive Assistant position in accordance with District policies.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

OLIVEHURST PUBLIC UTILITY DISTRICT
DISTRICT CLERK/EXECUTIVE ASSISTANT

DEFINITION

A confidential position reporting directly to the General Manager and, in the capacity of Clerk, to the Board of Directors as an Officer of the District; directs the enforcement of the rules and regulations in accordance with the Ordinances, Resolutions and policies of the Board including customer turn on, turn off, of service; responsible for initial drafting or regulatory Ordinances and Resolutions for review by Management and Counsel prior to Board review; examines and certifies petitions received by the District and authenticates and countersigns all contracts on behalf of the District; attests to Resolutions and Ordinances; coordinates with and provides essential information to independent auditor during annual audit; performs varied responsible and confidential administrative duties and coordinates with District legal counsel. Provides general administrative support for the General Manager and the Board of Directors, including preparation of meeting agendas and maintenance of District records including meeting minutes, and performs related work as required.

EXAMPLE OF DUTIES

- With directions from Board Members and management prepares, posts and distributes agenda and associated documents.
- Attends all board and committee meetings; examines and certifies signatures on official petitions received by the District; records and enters the vote of each Board Member and is responsible for providing for the recordation of minutes.
- Prepares and attests to Ordinances and Resolutions; maintains accurate records and files; both hardcopy and electronic filing.
- Prepares and publishes required legal notices of all public meetings and hearings.
- Maintains confidential records and files; conducts bid openings and records bids.
- Assist with a variety of special/confidential projects as assigned.
- Coordinates with developers, regulators, and fellow agencies in the tasks required during and after approval of agreements.
- Communicates effectively and professionally, both orally and in writing, in correspondence on behalf of the District.
- Operates the video/audio recording equipment for board meetings. Maintains the hardware, software and files associated with such recordings.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Functions and responsibilities of elected board officials including rules for conduct of public meetings.

- Use of computers and computer applications software including Microsoft Office.
- Records management principles and practices including maintenance of confidential records.
- Standard office practices and procedures, including complex filing and the operation of standard office equipment.
- Techniques for dealing with the public, in person and over the telephone.
- Principles and practices of employee supervision.
- The general nature and content of the collective bargaining process and agreements in the public sector.
- Principles of public agency budgeting.

Ability to:

- Exercise discretion in accomplishment of matters of significance.
- Accomplish primary duties of the position using independent judgment without needing to be directed in all tasks and duties.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Equivalent to completion of high school.
- Associate's Degree with major course work in business/public administration and four (4) years of responsible office administration experience.
- Licensed Notary ¹.

Note 1: At a minimum, applicant must be eligible to obtain notary license at the time of application. The actual notary license must be obtained within two months of appointment.

Preferred requirements:

- Experience working with elected officials, Board clerk or other related experience desirable.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Work in an office environment; sustained posture in a seated position for prolonged periods of time; travel to attend a variety of meetings; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means; lift up to 10 pounds of weight.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

OLIVEHURST PUBLIC UTILITY DISTRICT

Our mission is to provide high quality services to enhance our community's quality of life.



BOARD OF DIRECTORS

Dennise Burbank James Carpenter John Floe MaryJane Griego Christopher White

GENERAL MANAGER

John Tillotson

DISTRICT CLERK/EXECUTIVE ASSISTANT

Starting Pay: \$25.54/hr. Plus benefits. Duties to include: This is a confidential position reporting directly to the General Manager and, in the capacity of Clerk, to the Board of Directors as an Officer of the District; directs the enforcement of the rules and regulations in accordance with the Ordinances, Resolutions and policies of the Board; performs varied responsible and confidential administrative duties and coordinates with District legal counsel. Provides general administrative support for the General Manager and the Board of Directors, including preparation of meeting agendas and maintenance of District records including meeting minutes. Minimum Requirements: Equivalent to completion of high school and Associate's Degree with major course work in business/public administration and four (4) years of responsible office administration experience. Additional requirements, job description and application form available on our website, www.opud.org. Applicants are **REQUIRED** to complete an OPUD application. Applicants will only be considered for employment if the application is signed and completed in its entirety. Send completed application and resume to above mentioned address or email to humanresources@opud.org or fax to (530) 743-3023 attention – Human Resources. Closing date is Friday, May 15, 2020 @ 4:00 p.m.