

DISTRICT MANAGER/SECRETARY

Responsibilities include maintaining the district office and interacting with all parties, public and private, on behalf of the district. Manage, with the co-operation of the treasurer, all financial affairs, and support and facilitate the activities of the Board.

Duties shall include:

1. **BOARD:** Attend all Board Meetings – Record Minutes and archive same – notice meetings and publish agendas for meetings – prepare correspondence as directed – Act as clearinghouse for all Board and district communications.
2. **OFFICE:** Maintain office and staff same during office hours when the public may contact office or visit - File and maintain all district records – Answer public inquires via mail, e-mail, and phone or in person – Oversee maintenance of Web Site. Manage encroachment permit process.
3. **FINANCIAL:** Prepare warrants to pay district bills – Deposit District Funds – Prepare financial statements in format approved by the Board and make regular reports to the Treasurer – Maintain District Assessment Rolls, ensure timely issuance of assessment bills, and monitor collections.
4. **WORK AGREEMENTS:** Coordinate approvals of invoices and disbursement of funds pursuant to the various Work Agreements in force – Maintain separate accounts for each W/A. Assist District and Counsel in negotiating new W/A with DWR. Maintain good relations with DWR and respond promptly to all their inquiries.
5. **COMPUTER SKILLS:** computer skills including WORD, EXCEL, and QuickBooks.
6. **OTHER DUTIES:** Supporting Public Board of Directors, experience with minute recordation and filings, general familiarity with laws and regulations governing the conduct of

Board meetings including ‘The Sunshine Ordinance’ and the “Brown Act”.

Act as an agent on behalf of the Board and engage in substantive discussions and negotiations with public agencies, contractors, and the general public.

Experience and expertise in Payroll and Human Relations; management and coordination of District employees and consultants.