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Job Title: BPCSD Administrative Secretary

Pay Range: \$30 - \$39/hour Depending on Experience (Non-exempt)

Average Weekly Hours: 20 – 25, overtime eligible beyond 40 hours in a 7-day period with Board approval

Nature of Work: The work involves performing a variety of clerical functions related to secretarial and bookkeeping management. The position acts as Community Services District (District) point of contact and is responsible for providing excellent customer service to members of the community. Strong organization, independent judgement, professionalism, and technical skills are required to satisfy the position effectively. This is a part-time position, consisting of approximately 20 – 25 hours per week on average. The position works under the supervision of the Big Pine Community Services District Board.

Responsibilities:

- Act as the District secretary
 - Greet the public in person and on the phone, responding to inquiries and providing information.
 - Manage customer needs professionally.
 - Establish and maintain regular office hours in coordination with the Board.
 - Prepare documents and reports for monthly Board meetings.
 - Attend and record minutes for board meetings.
 - Provide administrative support to the contracted Water & Sewer Operator, Engineer, and regulatory agencies, as needed.
 - Manage and report all correspondence to the Board at monthly meetings.
 - Retrieve, process, and distribute mail on a weekly basis.
 - Update the District's website as directed by the Board.
 - Inventory and order office and janitorial supplies, as needed.

- Manage District finances:
 - Prepare and mail bi-monthly billing statements to water and sewer customers.
 - Manage water and sewer billing and payments in the dedicated software system.
 - Make regular bank deposits according to Inyo County policies.
 - Write cash receipts.
 - Maintain up-to-date files and records in cooperation with the County Auditor and Tax Collector.
 - Reconcile the District budget for Board approval at the monthly meetings.

- Develop the annual budget for Board approval.
- Create budget reports, as needed.
- Other Duties and Responsibilities:
 - Manage a limited amount of time and prioritize work to ensure all essential duties are completed correctly and on time.
 - Attend trainings, as needed.
 - Perform work assignments safely and encourage safe work practices.

General Requirements:

- Knowledge, Skills, and Abilities:
 - Demonstrate knowledge of computer software applications, including Microsoft Office, Adobe Acrobat, internet, and email.
 - Ability to learn and manage dedicated water/sewer billing and account software.
 - Experience with record-keeping and professional office practices and equipment.
 - Ability to produce quality work despite interruptions.
 - Maintain confidentiality and handle sensitive matters.
 - Ability to work safely and recognize/manage risks.
- Education, Experience, and Formal Training:
 - Two years of college-level education, plus three years of work experience in a professional office environment (additional experience may substitute for education at the Board's discretion).
- Licenses or Certificates:
 - Valid California Driver's License.
 - Notary Public Certification is a plus.
- Materials and Equipment Used:
 - Networked systems and email, personal and laptop computers, scanners/printers/photocopiers/fax/postage machines, telephone.
- Working Environment/Physical Activities:
 - Generally sedentary, with occasional lifting (up to 45 pounds), filing, and standing.
 - Extensive typing and data entry.
 - Requires reading, writing, keyboarding, hearing, and verbal communication.
 - Exposure to office machinery and noise.
 - Ability to drive a motor vehicle and exposure to various weather conditions.

Disclaimer:

- All duties and descriptions are illustrations of the work that may be performed.
- The omission of specific duties does not exclude them from the position.
- This job description does not constitute an employment agreement and is subject to change.
- The Big Pine Community Services District does not discriminate on the basis of race, religion, creed, sex, age, national origin, or disability.