

UPPER VENTURA RIVER GROUNDWATER AGENCY
Agency Administrator

Definition

The Agency Administrator is a part-time, at-will employee who serves at the pleasure of the Executive Director. Under direction of the Executive Director, the Agency Administrator shall be responsible for the administrative functions of the Agency. This includes functions such as Clerk of the Board, maintaining the Agency's website, financial records, accounts receivable, and accounts payable.

The Agency shares an office with Ojai Basin Groundwater Management Agency (OBGMA) at 417 Bryant Circle, Suite #112 in Ojai. Board meetings are usually monthly and take place at 1 pm on the second Thursday of the month at Casitas Municipal Water District office, 1055 Ventura Ave in Oak View. Duration is usually 4 hours including post-meeting wrap up.

Some of the duties must be performed at the Agency office while others could be done at home. While in the office, the Agency Administrator may be sharing it with OBGMA Secretary whose is there on Monday, Wednesday, and Friday from 9 am to 1 pm. She currently performs Agency's functions and would be available to provide start-up assistance. The office is usually unoccupied on Tuesday and Thursday.

There is no guaranteed minimum number of hours to be worked. A rough estimate is 10 hours per week but could vary widely depending on workload. Initially it may be more as functions are organized and setup but then decrease after the Agency adopts a Groundwater Sustainability Plan (GSP).

Compensation will depend on qualifications and experience but will be in the range of \$30 to \$40/hr.

Examples of Duties and Responsibilities

- Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Public Records Act, Political Reform Act, and Sustainable Groundwater Management Act
- Serves as Clerk of the Board: coordinates meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares the development and preparation of public notices and publications, agendas, packets, minutes, contracts, ordinances, and resolutions.
- Oversees, or serves as Filing Officer for Fair Political Practices Commission economic interest statements; in conjunction with the FPPC, initiates conflict of interest codes and biennial code filings, conflict of interest and financial records.
- Preparation of or assisting Executive Director in preparation of, correspondence, memoranda, and staff reports.
- Respond to stakeholders in person and on the phone.
- Maintain website and update as necessary for efficient function.

- Arrange room for meetings
- Prepare and oversee Agency's budget.
- Perform clerical work with accuracy and speed.
- Process outgoing and incoming mail.
- Maintain Agency files and official records.
- Maintain list of persons interested in the GSP process and email notices as requested by Executive Director.
- Assist Executive Director in his role as Grant Manager in preparing quarterly progress reports to Department of Water Resources as required by Agency's grant agreement and maintain financial records in the form and detail required by that agreement.
- Perform financial and accounting related duties, including preparation of monthly financial statements, invoice payments, working with financial auditor, and tax reports.
- Responsible for Agency banking.
- Maintain timekeeping for Board member time spent on GSP tasks.
- Maintain compliance with Form 700 filings.
- Perform related duties and other responsibilities as required.

Desirable Knowledge and Abilities

Knowledge of:

- Modern office practices, methods, computer equipment, tablets, and projectors.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs, including Word, Excel, Adobe Acrobat, and Quickbooks.
- Knowledge of basic accounting principles
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Clerk of Board functions and responsibilities.
- Brown Act and familiarity with public agency procedures is highly desirable.

Ability to:

- Perform routine tasks using Microsoft Word, Excel, and Powerpoint and Adobe Acrobat
- Maintain the Agency's books using Intuit Quickbooks
- Make accurate arithmetic computations.
- Listen carefully during Board meetings, seek clarification during Board meetings as necessary to understand proceedings, and use recording equipment for preparation of accurate meeting minutes.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although walking is required to attend meetings.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. May occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Requires carrying some small equipment, files and miscellaneous items necessary for Board meetings between car and meeting room

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Previous clerical training and experience, and familiarity with accounting practices is highly desirable.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the Agency's insurance carrier.

Exempt/Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.