

Job Description
GENERAL MANAGER
AND SECRETARY TO THE BOARD OF DIRECTORS
of the Morongo Valley Community Services District
Created JUNE 1999
Revised February 2008, Amended and Approved February 24, 2012

OVERALL RESPONSIBILITY:

The General Manager (GM) is responsible for directing the Morongo Valley Community Services District (MVCSD) office.

GM also acts as Secretary to the MVCSD Board of Directors (BOD).

This position has dual responsibilities:

1. Directing the day-to-day operations of the MVCSD office.
2. Supporting the BOD as secretary.

This job description was developed in accordance with California Government Code Sections # 61050 and # 61051. GM shall receive compensation as determined by BOD and shall serve at the will and pleasure of the BOD. This is a salaried position.

Duties include:

1. Manage MVCSD office, fire department, and internal operations including annual review of all district Standard Operating Procedures (SOPs), training manuals, and employee/personnel manuals under the direction of the BOD. Assist the BOD in the annual review of district by-laws.
2. Supervise Human Resources functions including risk management practices and prepare/revise job descriptions for all staff.
3. Approve all petty cash fund expenditures.
4. Handle incoming and outgoing correspondence and telephone calls and ensure excellent customer service.
5. Inventory and order materials as per annual budget and in accordance with purchasing and bid policies.
6. Maintain good MVCSD public relations.
7. Coordinate and approve employee vacation/sick leave requests.
8. Keep calendars and schedule reservations for the use of all park and facilities within MVCSD.
9. Process and track insurance/legal claims against the MVCSD.
10. Implement Injury and Illness prevention programs and oversee compliance with provisions of the American With Disabilities Act as they pertain to the MVCSD.

11. Prepare the annual budget after consulting with Finance Committee, other Board Members, the Fire Chief, the Park Committee and the San Bernardino County Auditor/Tax Collector.

Duties include (continued):

12. Meet with Finance Committee quarterly to review and track budget allocations.

13. Under the direction of the BOD, research with outside financial institutions pertaining to proper investment of MVCSD funds. Consult with Finance Committee and jointly make recommendations to the BOD.

14. Request and manage up to \$500 in petty cash expenditures in any one month according to the current budget as approved by the BOD.

15. Represent the MVCSD BOD at various business meetings and functions as deemed necessary.

16. Research local, state, regional, and national grant opportunities to support MVCSD parks and Fire Department operations and administer grants awarded including financial, budget, administrative and evaluation reports.

17. Write, edit and submit letters of intent, concept papers, proposals, reports and thank you letters as agreed upon with the BOD.

18. In an emergency situation, be available on short notice.

19. Create and set polices and resolutions as needed.

20. Work with approved grant consultant to write and maintain grants.

21. Assist Fire Chief with OES/Strike Team Documents

22. Assist and work with the Fire Chief with their duties.

23. Counsels employees on benefit plans.

24. Assists in the investigation of employee complaints.

25. Assists with job analysis and revisions to job descriptions.

26.

27. Any other duties as assigned.

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SECRETARY TO THE BOARD OF DIRECTORS

The GM for the MVCSD is also the Secretary to the BOD in accordance with California Government Code Section # 61045.

Duties are as follows:

1. Prepare agenda and supporting documentation for BOD meetings after consulting with Board President and BOD members.
2. Attend Regular and Special meetings of the BOD, including executive and personnel meetings at the invitation of the BOD.
3. Serve on Special Committees as appointed by the BOD.
4. Coordinate and/or administer Special Projects including public events as directed by the BOD.
5. Communicate with individuals, companies and/or agencies and maintain correspondence files for all Special Committees and Special Projects on behalf of the BOD.
6. Accumulate and distribute information pertaining to all the above items to the BOD and others as may be required.
7. Email agenda and supporting document to the reoccurring recipients.
8. Post agenda to Morongo Valley Café, Morongo Valley bulletin board, Covington Park bulletin board and website.

COORDINATE WITH CSD ACCOUNTANT:

1. Compile and maintain records of tax revenues received.
2. Prepare monthly financial operations analysis and, if possible, recommend any future cost savings.
3. Responsible for monthly reconciliation of bank statements and MVCSD accounting records.
4. Prepare all state and federal accounting and tax reports, payroll tax deposits, quarterly payroll tax reports, and annual employee and MVCSD W-2s, 1099s, and invoices.
5. Prepare payroll, draw checks for all bills after reconciliation of purchase orders and invoices.
6. Prepare and submit accounting records to MVCSD's CPA firm for annual auditing and assist the CPA firm during the audit.

EDUCATION AND EXPERIENCE:

1. Must possess at least a Bachelor's Degree in public administration, political science, engineering, business management or other relevant field, and at least three years of experience as an administrative officer or employee in a governmental agency; or any equivalent combination of experience and training.
2. Possess a valid California driver's license.