

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: January 15, 2015

FROM: Laura Fischer, General Manager

SUBJECT: Appoint a Secretary of the Board and Approve the Job Description for the Secretary of the Board and Establish a Monthly Stipend.

ISSUE: Shall the Heber Public Utility District Board appoint a Secretary of the Board, approve the job description, and establish a monthly stipend?

GENERAL MANAGER RECOMMENDATION:

Appoint a Secretary of the Board, approve the job description, and establish a monthly stipend.

FISCAL IMPACT:

\$400 monthly stipend, which equals \$4,800 annually. This amount is offset by the retirement of the Office Manager with the assumption that the Office Manager position will not be filled.

Budget 14-15 IMPACT TO BUDGET		PROJECTED FY 15-16 SAVINGS	
Office Manager Retirement	944	Less Office Manager	(105,761.33)
Increase Senior Account Clerk	2,660	Increase Senior Account Clerk	5,319
Increase Bookkeeper	2,660	Increase Bookkeeper	5,319
Secretary Stipend	3,031	Secretary Stipend	6,062
TOTAL FY 14-15	9,295	Total Reduction FY `15-16	(89,060.34)

BACKGROUND:

The duties of the Secretary of the Board has traditionally been performed by the Office Manager. It is required that the Board of Directors have one person who serves as the Secretary of the Board. The Secretary is the official record keeper of board actions and agency documents. They are assigned to ensure efficient and lawful operation of a special district.

DISCUSSION:

Staff recommends assigning the role of Secretary of the Board to Rachel Carrillo, who is currently the Bookkeeper. Rachel has received CSDA Board Secretary training in 2012. It is also recommended that a stipend be established so that the person assigned to perform the official duties as the Secretary to the Board will be compensated for the extra duties and assignment.

The Board Secretary job description is attached to this report for your review and consideration.

It is recommended that a stipend of \$400 per month be allocated to the position. This is a total of \$4,800 per year.

CONCLUSION:

Staff recommends the following actions: 1) appoint Rachel Carrillo (Bookkeeper) to serve as the Secretary to the Board, and 2) approve the Board Secretary job description as presented, and 3) establish a \$400 per month stipend to be paid to the employee assigned to perform the duties of the Board Secretary.

ALTERNATIVES:

Do not assign the duties of the Board Secretary to the recommended staff member.

Do not approve the Board Secretary job description.

Do not approve the stipend for the Board Secretary stipend.

Respectfully Submitted,

Laura Fischer,
General Manager

Attachments: Board Secretary Job Description

HEBER PUBLIC UTILITY DISTRICT

January 15, 2015

Board Secretary- Job Description

DEFINITION

Under general supervision of the General Manager, to perform a variety of general clerical and reception work in support of the organization; to provide word processing and data entry support; and to provide general information and assistance to staff and the public, and perform other duties as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as receptionist and provide information and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; collect and account for monies.

Perform a wide variety of general clerical work including processing agendas, maintaining records, verifying accuracy of information, recording information and archiving information.

Compile information and data for agendas, reports; check and tabulate data.

Type, proofread and word process a variety of documents including general correspondence, agendas, reports, newsletters, minutes and memoranda.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls, take messages as appropriate, process agenda items according to direction given by the General Manager and monitor calendar(s) of General Manager and Directors as needed.

Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed.

Set up and attend District Board Meetings taking minutes and transcribing minutes for approval.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate modern office machines and equipment including word processors, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard office procedures, methods and computer equipment.

English usage, spelling, vocabulary, grammar and punctuation.

Basic word processing methods, techniques and programs.

Numerical, alphabetical, and subject matter filing systems.

Principles and practices used in dealing with the public.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn the procedures and functions of assigned position.

Work under supervision within a well-defined framework of standard policies and procedures.

Perform general clerical work including maintaining appropriate files and compiling information for reports.

Respond to routine questions from the public and District personnel regarding policies and procedures for assigned area.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Effective Date:

Approved by the HPUD Board of Directors on January 15, 2015