



## CAMBRIA COMMUNITY SERVICES DISTRICT

### POSITION SPECIFICATION

<b>Position</b>	Administrative Technician II – Support to Utilities Department Manager
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Utilities Department Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE POSITION**

Under direction of the Utilities Department Manager or their designee, handles a variety of duties which require a general understanding of the policies, procedures and services of the District. Assists in supporting District's capital improvement projects, water and wastewater operations, contracting, reports, grants administration, development/remodeling permits, water conservation, and wastewater data/service allocations that are typically linked to specific parcels and customers. Assists with processing permits, conducting supporting research, and management of assigned projects.

This is a position within the Service Employees International Union (SEIU) employee group.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Communicates clearly and concisely, both orally and in writing.
- Performs special research projects or other administrative tasks as assigned.
- Organizes and files documents associated with specific projects and District operations.
- Utilizes databases and other computer programs to collect, organize, and display data.
- Maintenance of parcel data within the District's customer information system (CIS) and other databases, which would include EDU allocations, wait list positions, various water & wastewater connection permits, commitment lists, installed conservation measures, grandfathered meters, active and inactive services, as well as related coordination with County-maintained data.
- Maintenance of parcel hard files, including assistance with the scanning of stored documents into the District's digital records repository.
- Processing intent to serve letters, will serve letters, conservation demand off-set letters, position assignments and transfers, and voluntary lot mergers; which would include

coordination with County Planning and Building, as well as the District's Administration and Fire Departments.

- Processing conservation retrofit applications and coordinating CCSD inspections; maintenance of conservation demand off-set points bank.
- Responding to inquiries regarding District requirements and policies and providing information on proper water use and effective water conservation techniques.
- Collecting and interpreting data relating to water conservation and assisting with report preparation and recommendations for action.
- Contracting assistance on District projects, including document management, supporting permit applications, requests for proposals and contracts for professional consulting services, as well as informal and formal bidding of construction projects.
- Performing research and administrative and word processing support in the development of engineering and utilities reports.
- Performing research necessary to coordinate with property owners and their agents, on questions pertaining to potential sales, changes of use, and transferring of capacity rights.
- Assisting with administration of GIS and asset management programs.
- All other duties as assigned.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education/Training:**

High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

### **Experience and Requirements:**

- Three years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician I.
- Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

### **Environment:**

Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions. The noise level in the work environment is quiet to moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical:**

Positions in this class typically require: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

