

**ISLA VISTA RECREATION & PARK DISTRICT
DISTRICT CLERK**

(This position is full time and has regular schedule of 40 hours per week)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties within the job.

DEFINITION

To perform a variety of clerical and/or accounting duties in support of I.V. Board of Directors and Committees; to develop and input board meetings minutes data into a computer terminal; to assist and inform the public on District policies and procedures; and to assist with basic sorting, filing, copying or basic clerical accounting activities as needed.

DISTINGUISHING CHARACTERISTICS

The District Clerk performs a full range of duties as assigned including complex typing, research, or data entry assignments. Incumbents in this class may answer phones and perform basic sorting, filing, copying as required, in addition to the broader range of office support functions assigned. Employees at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the office work unit. Employees in this class are distinguished from the Executive Assistant in that the Executive Assistant assumes a more comprehensive responsibility for coordinating office support functions and may exercise functional and technical supervision over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager, Assistant General Manager and/or the Executive Assistant in the absence of the General Manager or Assistant General Manager. Exercises authority over clerical office assistants.

ESSENTIAL FUNCTIONS STATEMENT - Essential duties may include, but are not limited to, the following:

Essential Functions:

1. Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts, written or verbal instructions.
2. Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
3. Calculate and collect fees, issue receipts for fees collected; receive and reconcile cash receipts.
4. Operate a variety of office equipment including a switchboard, copier, facsimile machine, microfilm machine, cash register, and computer; input and retrieve data and text; organize and maintain disk storage and filing.

5. Participate in the maintenance of a complex filing system; perform various clerical duties in support of assigned functions.
6. Answer the telephone and wait on the general public; provide information on District policies and procedures as required.
7. Process the mail including receiving, sorting, and distributing incoming and outgoing correspondence.
8. Taking accurate minutes of Board and committee meetings.
9. Taking accurate minutes and preparation of agendas for safety meetings; Maintain file on safety minutes and agendas; Send agendas and minutes to insurance representatives as required.
10. Designing and maintaining an index of District actions.
11. Drafting and producing formal District correspondence as per the minutes, production of Board packets, and providing other information when feasible.
12. Maintain the District Seal.
13. Mailing District agendas and maintaining formal District mailing lists.
14. Maintain District Agenda record books.
15. Assisting with public requests for information of Board policies and actions.
16. Maintaining District Policy Manuals and important Board approved documents.
17. Assisting with Board meeting arrangements and preparing audio-visual materials.
18. General Assistance to Board members in relation to their official duties, including travel arrangements, seminars, participation in District member agencies.
19. Administrate the community garden program; conduct routine inspection of plots; communicate garden regulations to tenants; bill tenants on a quarterly basis; collect fees, record fees paid; issue quarterly newsletter in English and Spanish; maintain waiting list for gardens.
20. Rent out parks for events; inform public members regarding complex park regulations; collect all fees and deposits, keep records; coordinate inspection and clean-up with grounds staff; submit paperwork for deposit refunds to accounting; follow up on all details for park events.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Modern office procedures, methods and computer equipment
2. Principles and procedures of filing.
3. English usage, spelling, grammar, and punctuation.

4. Basic mathematical principles.

Ability to:

1. Perform a wide variety of clerical duties in support of assigned function.
2. Participate in routine record keeping duties; participate in accounts receivable and payable activities.
3. Participate in the requisition of materials and supplies.
4. Operate a bicycle safely.
5. Operate office equipment including a computer and telephone switchboard.
6. Type at a speed adequate for completing assigned tasks.
7. Meet schedules and time lines.
8. Maintain accurate and complete records.
9. Observe safety hazards and react accordingly.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - A. Sitting for extended periods of time
 - B. Operating assigned maintenance equipment
14. Maintain effective audio-visual discrimination and perception needed for:
 - A. Making observations
 - B. Communicating with others
 - C. Reading and writing
 - D. Operating assigned equipment and vehicles

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Two years of general clerical experience. Experience working with the public is desirable.

Training:

Equivalent to the completion of twelfth grade. Additional specialized clerical training is desirable.

License or Certificate:

Possession ability to obtain, an appropriate, valid class "C" driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; work with computers and related office equipment.

Physical Conditions:

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of time.

CAREER PATH

Executive Assistant

Assistant General Manager

General Manager