

**RESOLUTION NO. 53
DATED DECEMBER 5, 1991**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT APPROVING THE POSITION DESCRIPTION OF ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY AND AUTHORIZING RECRUITMENT FOR SAID POSITION.

WHEREAS, the District has had a temporary position of Administrative Assistant to the General Manager, and has also had the part time position of District Secretary (Secretary to the Board of Directors), and

WHEREAS, recently the District has had both positions combined, with one temporary person fulfilling both responsibilities, and

WHEREAS, the incumbent temporary person has given notice to the District that she will be leaving the area in February, 1992, and

WHEREAS, the Interim General Manager has recommended that the regular full-time position of Administrative Assistant to the General Manager be authorized, with said position also bearing responsibility as District Secretary (Secretary to the Board of Directors), and

WHEREAS, the Interim General Manager has prepared a formal position description, has surveyed positions of similar responsibility in a number of local agencies and has determined an appropriate salary range for the position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vandenberg Village Community Services District as follows:

1. The Position Description for the position of Administrative Assistant/District Secretary, attached hereto as Attachment "A", is made a part hereof by reference, and said position is hereby approved and authorized.

2. The six step salary range for the position of Administrative Assistant/District Secretary is hereby established and authorized as (trial) \$1973.09, (1) \$2064.40, (2) \$2175.33, (3) \$2284.10, (4) \$2398.31, (5) \$2518.23.

3. The General Manager is hereby authorized and directed to recruit for the full time position of Administrative Assistant, with intent to complete recruitment and make the appointment prior to the current temporary Administrative Assistant leaving in February.


On the motion of Director Nosler
second Director Nash
roll call vote, to wit:

AYES: Nash, Nosler, Picciuolo, Small and White
NOES: None
ABSENT: None

Resolution No. 53 is hereby adopted

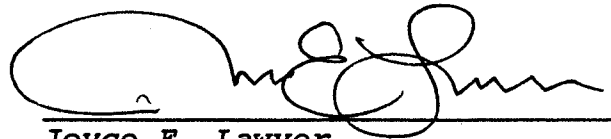

Phyllis C. White
President, Board of Directors

ATTEST:


Joyce E. Lawver
Secretary, Board of Directors

SECRETARY'S CERTIFICATE

I, Joyce E. Lawver, Secretary of the Board of Directors of the Vandenberg Village Community Services District, hereby certify that the foregoing is a true and correct copy of Resolution No. 53 passed and adopted by the Board of Directors of the Vandenberg Village Community Services District at a regular meeting held on the 5th day of December 1991.


Joyce E. Lawver
Secretary,
Vandenberg Village
Community Services District

[SEAL]

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY

DEFINITION

Under general supervision, acts as Administrative Assistant to the General Manager and District Secretary (Secretary to the Board of Directors). Prepares agendas, records meetings, maintains district files and records, and ensures compliance with legal requirements. As assigned by the General Manager and under the Administrative guidance of the office Manager, this individual will perform a variety of professional administrative analysis tasks related to the District's functions and services; will conduct studies and surveys and prepare reports; will develop complete administrative projects; and will perform related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in the class perform professional administrative analysis work involving research, review, analysis and preparation of recommendations. Will be expected to start by defining problem and following solution through to fruition.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Serves as personal Secretary and assistant to the General Manager;

Conducts surveys and studies relating to the District's functions and services;

Gathers, organizes and analyzes information to assist in the development and recommendation of solutions;

Prepares written reports recommending revisions or solutions to administrative practices, procedures or problems;

May assist in the preparation and verification of information for press release and customer newsletter;

Prepares routine correspondence and questionnaires relating to collecting data or answering inquiries;

Assists with the performance of the Districts functions and services;

ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY
JOB DESCRIPTION
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Attends seminars, classes or courses relating to District administration;

Accompanies the Districts staff in meetings with governmental, community and business representatives to develop solutions for problems of mutual concern;

May be required to attend District committee meetings and take Minutes at such meetings.

Organizes and maintains Ordinances, Resolutions, records and District files.

Notify the media and citizens concerning Board Meetings in accordance with the Brown Act.

Performs as the liaison between the District and service providers, software/hardware personnel, etc.;

Performs related work or special projects as required.

Attends all Board Meetings, records and types minutes.

Prepares Board Agenda and Board Meeting Packages for distribution.

DUTIES IMPOSED BY LAW (AS DISTRICT SECRETARY)

Custody of District records

Attest (countersign), publish and post, index and file Ordinances and Resolutions

Administer and file oaths, affirmations, and acknowledgements

Receive petitions

Accept correspondence on behalf of the District

Accept service on behalf of the District

Receive and open sealed bids

Publish and post notices

**ADMINISTRATIVE ASSISTANT/BOARD SECRETARY
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Call meeting to order in absence of President and preside until Chairman Pro-Tem selected

Adjourn meetings

Custody of District seal

Record and maintain Board minutes

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practice of District administration;
State codes as they may apply to special districts;
Methods of research, analysis and evaluation;
Analysis of statistical information;

Correct English usage, spelling, grammar and punctuation;
Basic accounting skills;
Modern office methods and practices; and
Computer use, data & word processing (preferably Wordperfect 5.1)

Ability to:

Type a minimum of 55 w.p.m.

Take shorthand or notes at 80 wpm

Use 10-key adding machine

Apply analytical and statistical principles and procedures;

Perform research with accuracy and develop objective recommendations;

Prepare clear and concise minutes, reports, contracts, newsletters, grants and loan requests;

Perform statistical and administrative analysis;

Read, understand, interpret and apply specific requirements, procedures and policies;

**ADMINISTRATIVE ASSISTANT/BOARD SECRETARY
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Operate a vehicle observing legal and defensive driving practices;

Understand and carry out oral and written instructions;

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. An appropriate combination of post High School education and experience would be: Community College and/or University course work in business administration or public administration, together with significant experience in business office or local public agency office administration, totaling at least eight years. Significant actual experience as official secretary to an agency Board of Directors is highly desirable.

Physical Demands and Working Conditions

Strength: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.