

## **POLICE SERVICES SPECIALIST**

### **DEFINITION OF CLASSIFICATION**

Under supervision, provides a wide range of clerical and technical support activities to the Police Department involving evidence and record collection and other tasks which support the various operations of the Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

The Police Services Specialist receives general supervision by the Chief of Police. The position exercises no direct supervision over other staff.

### **CLASS CHARACTERISTICS**

This classification is primarily responsible for supporting the police department property and evidence processing function, including all inventory auditing, record management and purging, transportation of evidence, day-to-day internal record management controls as well as Police Department payroll processing. The incumbent coordinates POST and other law enforcement related training for the Police department employees and serves as the primary contact with other state and local officials regarding confidential employee and crime report statistics.

### **EXAMPLES OF TYPICAL JOB DUTIES**

- Receives and processes all law enforcement evidence records on behalf of the Police department in accordance with department policies and internal regulations; verifies the chain of custody has been documented; transports evidence to the Police department evidence room and to County crime and drug labs as appropriate. Performs evidence audits as provided by evidence policies and procedures and maintains supplies as needed.
- Coordinates the training function on behalf of the Police Chief to ensure police officers, supervisors, and managers comply with POST, state and federal legislative mandates and serves as the day-t-day liaison with POST. Maintains all training records with POST and makes all travel and scheduling arrangements on behalf of departmental POST participants. Facilitates and attends regular law enforcement trainings as required.
- Coordinates the records management process for the Police Department including NCIC/CLETS interface and mandated reporting, purging, sealing, and record destruction. Responsible for release of individual records to the DA's office and other authorized law enforcement organizations; releases employee background information to outside agencies and the State Department of Justice as proscribed by law.
- Records and reports crime statistics to the State Department of Justice on a monthly basis utilizing the RMS to accurately download the appropriate report, correcting for any errors identified prior to submitting to DOJ. Prepares year end District statistics, and forwards corrected report to DOJ or their official records.

- Performs all other clerical or related support duties which may be assigned from time to time by supervision, which may include answering phone calls, assisting District customers at the front counter regarding police and other non-law enforcement inquiries.

## **MINIMUM QUALIFICATIONS**

### **A Working Knowledge of:**

- POST Mandated Perishable Skills and POST Continuing Professional Training Regulations
- California POST Evidence & Property Functions
- Uniform Crime Report System including RMS interface for report production
- California Penal, Vehicle, Health & Safety and Public Records Codes
- NCIC/CLETS guidelines for system purging guidelines for all categories of evidence
- Standard methods of file system and record management, including an evidence room

### **The Ability to:**

- Maintain an efficient and orderly evidence room, evidence records and files
- Navigate the POST website for the purpose of course registrations, training reimbursements
- Apply various software applications to produce reports and documents
- Prioritize work to meet reporting deadlines
- Deal tactfully with customers and District staff
- Accurately proofread report details, self-correct for errors, and produce final reports
- Multi-task the needs associated with incoming inquiries and maintain effective community relations with individual customers and community groups.
- Provide accurate clerical and operational support to the Chief of Police and occasionally the General Manager or his/her designee to support their needs.
- Pass a law enforcement background check and receive clearance from the State Department of Justice

### **Education and Experience**

Graduation from High School and five years of progressively responsible clerical and administrative support, three or more of which were in a City or County law enforcement agency in a records management assignment.

### **Licenses and Certificates:**

Possession of or ability to obtain a valid California Driver's License by time of appointment.

#### **POST Training Certificates**

- Evidence Property Function Management Course
- Training Administrator Course
- Training Managers Course
- Records Course
- Public Records Act
- Uniform Crime Reporting

### **ENVIRONMENTAL ELEMENTS**

An incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical situations. Employees may deal with upset staff and/or public and private representatives in interpreting and explaining District policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work a varied schedule of hours to order to cover District office hours of operations.

### **PHYSICAL AND MENTAL REQUIREMENTS**

Mobility - frequent operation of a keyboard, sitting for extended periods, driving; Lifting - frequently five pounds or less; occasionally 5 to 30 pounds; visual – reading/close-up work; eye/hand coordination; Hearing/Talking – hearing/talking on a telephone; frequent talking in person; Emotional/Psychological- frequent decision making and concentration, public contact; Environmental – occasional exposure to noise, dust, varied weather conditions.

**FLSA: Non Exempt**

**At Will Employment**

## **DISTRICT CLERK OF THE BOARD**

### **DEFINITION OF CLASSIFICATION**

Under general supervision, plans, organizes, and oversees the activities, services, and operations of the Clerk of the Board function, including preparation of the District Board agenda, minutes, actions, ordinances, and resolutions, and maintains official District documents, records and overall filing system, provides highly responsible and complex administrative support to the General Manager and the District Board of Directors; coordinates assigned activities with those of other District staff; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Manager. The position exercises no direct supervision over staff, but may manage contracted support services.

### **CLASS CHARACTERISTICS**

This classification is responsible for the administrative and daily operations of the District's Clerk function. This class performs a wide variety of administrative duties, including development of the District agenda packets, administration of filings, and record management. A working knowledge is required of public records laws, public policy, supporting technologies for Clerk of the Board activities including the use of social media, the District webpage and audio/visual equipment, the role of an elected Board of Directors, the confidential nature of the Clerk function, and the ability to develop and implement projects and programs as assigned. This class understands how reporting out and posting of Board activities, public records and District reports are important to the transparency and accountability role of a public agency.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS AND DUTIES**

- Attends Board of Director's meetings; records all official proceedings; prepares public notifications, agenda, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Board as established in District protocol.
- Provides highly responsible, complex, and confidential administrative support to the District Board and management staff.
- Provides support to the Board appointed committees.
- Administers the public hearing process for the District Board meetings; coordinates development of public hearing packets and public notices of hearings in accordance with Government Code requirements and legal deadlines.
- Oversees and updates the District-wide records management program and records preservation and destruction records; sets and ensures legal compliance retention schedules for District records; researches District documents, historical information, and other information as needed; attests, indexes and files all legislative actions taken.
- Ensures compliance with the Public Records Act, Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for public records; ensures that all public records are

open to inspection during office hours and that each citizen's right to inspect any public record of the District is upheld.

- Will utilize the District's webpage and social media technology to post meeting agendas, reports and important matters of the District.
- Participates in the development and implementation of policies and procedures for assigned programs; recommends and administers adopted policies and procedures.
- Represents the District Clerk function to other District units and staff, elected officials, and outside agencies; explains and interprets assigned programs, policies, and activities, and works collaboratively to resolve controversial issues which may arise.
- Prepares and assists in the research and preparation of a wide variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Attends and participates in professional group meetings and stays abreast of trends and innovations in the professional District Clerk function.
- Responds to difficult and sensitive public inquiries and complaints and assists the General Manager or other staff with resolutions and alternative recommendations.
- Operates contemporary office equipment systems, including computer hardware and software applications, copy and facsimile equipment, audio/visual equipment and other District specific equipment that supports the duties of the position and the functioning of Board meetings and appointed committee meetings .
- Ensures conformance with Board adopted policies and procedures.
- Performs all other duties which may be assigned from time to time by the General Manager.

## **MINIMUM QUALIFICATIONS**

### **A Working Knowledge of:**

- Principles, practices, and procedures related to public agency record keeping and the District Clerk function.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies in general, including the role of a Special District elected Board of Directors, and appointed committees.
- Applicable federal, state and local laws, and adopted local policies, rules, regulations, and procedures; including the Public Records Act, Freedom of Information Act, and Brown Act rules, regulations and procedures.
- Research and reporting methods, techniques, and practices, including report preparation.
- Technical report writing and the preparation of business correspondence.
- Modern office administrative practices and procedures, including contemporary office equipment, computer applications, web design, audio/visual equipment and database and spreadsheet applications.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and techniques for providing high level customer service to the public, vendors, contractors, and District staff.

### **The Ability to:**

- Organize, implement, and oversee District Clerk functions and activities.
- Develop, plan, coordinate, and implement a records management program suited to the needs of the District and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written reports as requested.
- Understand the organization and operation of the District and of outside agencies necessary to assume assigned responsibilities of the position.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; be self-organizing, set priorities, and meet critical deadlines.
- Operate District office and audio/visual equipment and computer applications
- Use English effectively to communicate in person, by telephone, and in writing.
- Utilize tact, initiative, and independent judgement in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships in the course of work, especially with the Board of Directors.

**Education and Experience:**

*Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

To receive the Certified Municipal Clerk designation or the equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, and five (5) years of professional administrative experience in municipal government, preferably in a county, city or special district clerk office or equivalent.

**Licenses or Certifications:**

- Possession of or ability to obtain a valid California Driver’s License by time of appointment.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or other media. This is primarily a sedentary office classification although standing and walking between works areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. An incumbent may be required to occasionally bend, stoop, kneel, reach, push, and pull drawers and open and closed to retrieve and file document. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

An incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical situations. Employees may interact with upset

staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

**WORKING CONDITIONS**

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends, as required.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility - frequent operation of a keyboard, sitting for extended periods, driving; Lifting - frequently five pounds or less; occasionally 5 to 30 pounds; visual – reading/close-up work; eye/hand coordination; Hearing/Talking – hearing/talking on a telephone; frequent talking in person; Emotional/Psychological- frequent decision making and concentration, public contact; occasional weekend/night/overtime work; Environmental – occasional exposure to noise, dust, varied weather conditions.

**FLSA:** Exempt Status

## **OFFICE ASSISTANT**

### **DEFINITION OF CLASSIFICATION**

Under supervision, provides a wide range of clerical/operational support involving customer service, document preparation, filing and record keeping, and other regularly performed duties which support the office operations of the District.

### **SUPERVISION RECEIVED**

Receives general supervision from the Finance and Business Manager and occasional work assignments from the District Clerk of the Board. The position exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for the orderly processing of documents according to established procedures pertaining to routine work which support office operations and functioning to include customer service at the point of initial customer contact.

### **EXAMPLES OF TYPICAL JOB DUTIES**

- Greets customers in reception areas and acknowledge customer presence and obtains/provides relevant information; calms angry customers by utilizing interpersonal skills and advise supervision while maintaining a professional office climate
- Answers questions from customers explaining general District policies and provide routine information
- Provides support to the Kensington Community Center and Park program; answers phone and email inquiries regarding rental and facility accommodations; prepares contracts and collect and record all applicable fees and forms, including annual group contracts. Schedules facilities via automated calendaring functions and exercise control over facility keys and facility cleanliness as well as related maintenance and repair scheduling.
- Receives and dispenses documents checking for accuracy and completeness following established procedures
- Types various documents using computer keyboard to produce legible and accurate documents; proofreads and utilizes spellcheck, and uses knowledge of business grammar
- Files documents and information while maintaining an accurate and organized filing system
- Searches and locate/retrieve/track files from District filing system; purges/shreds files using established operating protocols
- Enters data/information manually into computer and/or record keeping and file management systems
- Updates and makes corrections to computer and/or record keeping and file system
- Retrieves/opens and date stamp incoming U.S mail; responds to fax/email inquiries; delivers mail to appropriate District staff and/or Board members per protocols



- Performs basic arithmetic calculations, collects revenue, billings, and other logs as provided in District procedures
- Performs all other clerical duties which may be assigned from time to time by supervision.

## **MINIMUM QUALIFICATIONS**

### **A Working Knowledge of:**

- Writing clear business documents, grammar, punctuation, spelling and vocabulary
- Standard filing systems and filing methods
- Proper use of English to communicate in a business environment
- Standard business telephone protocols
- Basic arithmetic for use in calculations, through addition, subtraction, multiplication, and division
- Proficient use of a computer keyboard
- General principles of business record keeping

### **The Ability to:**

- Calculate solutions to match problems involving addition, subtraction, division, and multiplications
- Understand and follow basic oral and written instructions
- Efficiently operate computer keyboard and functions, printers, copiers, other business equipment; keyboarding proficiency of 45 words per minute
- Ability to use District software applications for accounting of fees and scheduling of facilities
- Prioritize work to meet deadlines
- Read and write English at a level necessary to understand District documents and procedures/policies/ guidelines and to prepare correspondence according to District protocols and procedures
- Deal tactfully with customers and District staff
- Ability to accurately proofread details, noting and self-detecting errors
- File documents accurately and timely in accordance with District procedures

### **Education and Experience**

Graduation from High School, or equivalent GED certificate; one year of clerical experience working for a private or public employer.

### **Licenses:**

Possession of or ability to obtain a valid California Driver's Licenses by time of appointment

## **ENVIRONMENTAL ELEMENTS**

An incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical situations. Employees may deal with upset staff and/or public and private representatives in interpreting and explaining District policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work a varied schedule of hours to order to cover District office hours of operations.

### **PHYSICAL AND MENTAL REQUIREMENTS**

Mobility - frequent operation of a keyboard, sitting for extended periods, driving; Lifting - frequently five pounds or less; occasionally 5 to 30 pounds; visual – reading/close-up work; eye/hand coordination; Hearing/Talking – hearing/talking on a telephone; frequent talking in person; Emotional/Psychological- frequent decision making and concentration, public contact; Environmental – occasional exposure to noise, dust, varied weather conditions.

**FLSA: Non Exempt**

## **DISTRICT FINANCE AND BUSINESS MANAGER**

### **DEFINITION OF CLASSIFICATION**

Under general direction and supervision, performs a wide range of difficult and responsible administrative, managerial, fiscal, and other duties; directs and coordinates key District administrative, fiscal, human resource and staff functions as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Manager. The position exercises supervision of other staff as authorized by the General Manager.

### **CLASS CHARACTERISTICS**

The incumbent in this class has broad administrative responsibility for overseeing a variety of fiscal, business management, personnel, facility/equipment management, material control and other typical service functions for the District. The incumbent also provides critical input related to project and activity direction and policy decisions.

### **EXAMPLES OF TYPICAL FUNCTIONS AND DUTIES**

- Administers, plans, organizes, implements, and directs the activities of numerous District support functions, including but not limited to, contract administration, risk mitigation, fiscal management and accounting, payroll, purchasing, accounts receivables and payables and cash and reimbursement reconciliation.
- Coordinates assigned activities with other District staff, outside agencies, utilities, and other customers as appropriate.
- In coordination with the General Manager, ensures implementation and conformance with Board adopted policies and procedures.
- Directs and supervises the development of sound fiscal control systems; in conjunction with the General Manager coordinates the review, development and monitoring of budget (both operating and capital) and accounting activities throughout the fiscal year cycle; investigates new revenue sources and innovative processes; develops new ordinances as requested; analyzes legislation; assists the General Manager with intergovernmental relationships; may be assigned to special projects as needed.
- Participates in the development and monitoring of short and long-range fiscal plans to meet District and community needs; reviews, analyzes, formulates, and recommends changes to administrative and organizational policies, procedures, practices, services, programs, and other activities as needed.
- Prepares, reviews and analyzes a wide variety of reports, correspondence, and other materials; develops and implements plans to improve the economy, efficiency and quality of work processes and/or services provided; may direct organizational/operational studies and present recommendations for reducing costs and increasing/sustaining revenue sources and options.
- Oversees the provision of information technology (IT) services to the District, including maintenance of the District's webpage.

- Manages the employee compensation benefits program, including a thorough understanding of CalPERS rules and processes and terms and conditions of any memoranda of understanding with employee groups.
- Provides advice to the General Manager on potential debt and related borrowings
- Ensures the timely development of the District's financial statements and related independent audit of same.
- May assign, train, supervise and evaluate other District staff; may coordinate disciplinary actions as delegated by the General Manager.
- May represent the District at meetings or conferences and serve on committees and/or act as liaison to community groups and the general public.
- Performs all other duties which may be assigned from time to time by the General Manager.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Graduation from an accredited four-year college or university with a major in public or business administration, economics, accounting, finance, or a closely related field.

### **Experience:**

Five or more years of increasingly responsible administrative, managerial, fiscal, accounting, analytical program/business project work, including three years that have involved advanced supervision or coordination of a wide variety of analytical, technical, legal, or budgetary functions for public agencies.

### **Substitutions:**

Possession of a Master's Degree in public or business administration, economics, accounting, law, or a closely related field may be substituted for two years of the required supervision/coordination experience; additional qualifying service may be substituted for the required education on a year-for-year basis up to a maximum of for two years; possession of a California license as a Certified Public Accountant may be substituted for two years of the required supervision/coordination experience.

### **Knowledge of:**

Principles and practices of public administration, including supervision, management, accounting, budgeting (operating and capital), finance, fiscal forecasting and trends, internal control principles, payroll, organizational planning and analysis, information technology, statistical analysis, research methods, records management and report writing; budgeting techniques utilizing diverse funding sources; modern office automation and information systems and procedures; general responsibilities, rules, and policies pertaining to local government agencies.

### **Ability to:**

Plan, organize, direct and administer the support functions and operations of a complex special district; apply the principles, practices, methods, and techniques of public administration, management analysis, and human resources management to solve problems of unusual difficulty related to management and administration; develop sound fiscal strategies that anticipate problems and propose solutions; manage a variety of administrative operations; functions and projects; interpret and apply laws, rules, regulations, policies and procedures; establish and maintain effective working relationships with others, including Board members, other District staff as well as others in the community and with other Agencies; communicate effectively, clearly, concisely, both orally and in writing.

**Licenses or Certifications:**

Possession of or ability to obtain a valid California Driver's license by time of appointment

**ENVIRONMENTAL ELEMENTS**

An incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical situations. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

**WORKING CONDITIONS**

Must be willing to work a varied schedule of hours, which may include occasional evenings, and/or weekends, as required.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility - frequent operation of a keyboard, sitting for extended periods, driving; Lifting - frequently five pounds or less; occasionally 5 to 30 pounds; visual – reading/close-up work; eye/hand coordination; Hearing/Talking – hearing/talking on a telephone; frequent talking in person; Emotional/Psychological- frequent decision making and concentration, public contact; occasional weekend/night/overtime work; Environmental – occasional exposure to noise, dust, varied weather conditions.

**FLSA: Exempt Status**

## **GENERAL MANAGER**

### **DEFINITION OF CLASSIFICATION**

This executive level position is responsible for administering the day-to-day functions and services of the District and of all District staff; provides advice to the District Board on key policy matters; and, ensures implementation of Board direction.

### **SUPERVISION RECEIVED AND EXERCISED**

The General Manager is appointed by and serves at the pleasure of the Board of Directors. The General Manager is responsible for the recruitment and selection of all other Management and administrative staff positions of the District.

### **CLASS CHARACTERISTICS**

The incumbent in this position has broad administrative experience in the management of a public, non-profit, or private organization and is responsible for the formulation and implementation of all District policies and procedures as are from time to time authorized by the Board of Directors. The incumbent administers the District's fiscal affairs, public services and functions either directly or through other subordinate managers and staff. The incumbent also monitors emerging trends and provides policy advice to the Board to anticipate the future.

### **EXAMPLES OF TYPICAL FUNCTIONS AND DUTIES**

- Oversees the implementation of all Board policies, including necessary updates.
- Oversees the implementation of Board adopted short and long-term goals and objectives.
- Except for the District's chief counsel, appoints, supervises, and disciplines District employees, consistent with District policies and Board directives.
- Supervises the District's facilities, services, and oversees the planning, maintenance and construction of all District assets i.e. facilities, parks, fleet, information systems, etc.
- Oversees the preparation of the annual District operating and capital budget and operating calendar; oversees the District's short term and long-term finances.
- Oversees the management of all District agreements and contracts.
- Ensures the preparation and distribution of all Board and committee agendas. Prepares and furnishes Board of Director members with the appropriate meeting information needed to conduct District meetings in accordance with Board policy and the Brown Act.
- Obtains and prepares all District election materials; represents the District at state, county, and other local public meetings as needed.
- Oversees the management of the District's Solid Waste contract and services, including the negotiation of any contract changes; and, appropriate communication with the rate payers and enforcement of state and local mandates for waste reduction and recycling.
- Maintains excellent working relationship with the District Police Chief and District's chief counsel and other attorneys.
- Maintain a professional, diplomatic, sensitive, and tactful relationship with District Board members, staff, community members and members of the media.

- Coordinates with the Kensington Community Council to ensure Board priorities are being met for parks and recreations services; and as needed, negotiates leases or other agreements for the use of District facilities and property.
- Works with the Board and the District Chief of Police to build and maintain relationships which build staff morale and maintain effective recruitment, and retention.
- Designs and manages an effective public information program to communicate District activities and to solicit community input.
- Perform all other duties which may be directed from time to time by action of the Board of Directors.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Graduation from an accredited four-year college or university with a major in public or business administration, criminal justice, economics, finance, or a closely related field.

### **Experience:**

Ten or more years of increasingly responsible administrative, managerial, fiscal, analytical program/business project work, including five years that have involved advanced supervision or coordination of a wide variety of administrative, analytical, legal, or budgetary functions in a public or non-profit agency. A typical way to develop the relevant experience is through serving as an executive in a public or non-profit agency, such as city manager, county administrator, special district general manager or other executive level position. Relevant experience in a private organization that serves the public sector may satisfy this standard.

### **Substitutions:**

Possession of a Master's Degree in public or business administration, criminal justice, economics, accounting, law, or a closely related field may be substituted for two of the required years managerial/supervisory experience; additional qualifying service may be substituted for the required education on a year-for-year basis up to a maximum of two years.

### **Knowledge of:**

Principles and practices of public administration, including management, working with an elected Board of Directors, supervision of professional and technical staff, budgeting, finance, organizational planning and analysis, statistical analysis, effective community and public relations.

### **Ability to:**

Plan, organize, administer, and lead a complex special district; apply the principles, practices, methods and techniques of public administration, management analysis, to solve problems of unusual difficulty related to the delivery of local community services; lead in the development of sound fiscal and service delivery strategies that anticipate problems and propose creative solutions; support and encourage a positive workforce climate which enables a highly productive workforce; serve as a role model for effective, and concise communication to staff and Board members.

### **Licenses or Certification:**

Possession of or ability to obtain a valid California Driver's license by the time of appointment.

## **ENVIRONMENTAL ELEMENTS**

An incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical situations. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

**WORKING CONDITIONS**

Must be willing to work a varied schedule of hours, which may include occasional evenings, and/or weekends, as required.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility - frequent operation of a keyboard, sitting for extended periods, driving; Lifting - frequently five pounds or less; occasionally 5 to 30 pounds; visual – reading/close-up work; eye/hand coordination; Hearing/Talking – hearing/talking on a telephone; frequent talking in person; Emotional/Psychological- frequent decision making and concentration, public contact; occasional weekend/night/overtime work; Environmental – occasional exposure to noise, dust, varied weather conditions.

**FLSA: Exempt Status**  
**At Will Appointment**