

KPPCSD Admin Responsibilities
DRAFT

<u>ITEM</u>	<u>Responsibility</u>
<u>Board Agenda</u>	
Draft	Clerk ot Board
Final	Clerk ot Board
Resolutions	Clerk ot Board
Minutes	Clerk ot Board
Reports	Clerk ot Board
Attachments	Clerk ot Board
Agenda Meeting	Clerk ot Board
Web Post	Ofc Asst
Post-meet flwup	Clerk ot Board
post 3 sites	Ofc Asst
<u>Board Meeting</u>	
Reservation	Clerk ot Board
Sound	Clerk ot Board
Video	Clerk ot Board
Set-up	Clerk ot Board
Dissassemble	Clerk ot Board
Copies	Ofc Asst
<u>Coordination</u>	
PRA requests	Clerk ot Board
PRA completion	TBD
Transperancy	Clerk ot Board
Training	Clerk ot Board
CSDA Conference	Clerk ot Board

Conflict of Int Elections	Clerk ot Board Clerk ot Board
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<u>Front Counter</u>	Ofc Asst
Files	Ofc Asst
receptionist	Ofc Asst
Email inquiries	Ofc Asst
Public contact	Ofc Asst
Phone responses	Ofc Asst
Walk-in	Ofc Asst

<u>District Finances</u>	
Accounts Payable	Bus & Fin
Accounts Receivab	Bus & Fin
Finance System	Bus & Fin
Payroll	Bus & Fin
HR Operations	Bus & Fin
Supp Police Tax	Bus & Fin
Park Assess Dist	Bus & Fin
CalPERS	Bus & Fin
Finance Comm	Bus & Fin
Finance Reports	Bus & Fin
Audit Liaison	Bus & Fin
County Tresurer	Bus & Fin
State Reporting	Bus & Fin
Accounting	Bus & Fin
Budget Draft	Bus & Fin
Asset Mgmt	Bus & Fin
Budget Prep	Bus & Fin
Budget Approval	Bus & Fin
5-Year Forecast	Bus & Fin

Park

Park & Rec Admin	GM
Grounds Mntce	Contractor
Grounds Repair	Contractor
Tree Survey	Contractor
Removal/Pruning	Contractor
Grounds Insp	Ofc Asst

Commtty Center

Room set-up	Contractor
Facility Mntce	Contractor
Facility Repair	Under review
Rental Rtes	Under review
Forms/Insurance	Under review
Bldg E oversight	Under review
Fee Schedule	Under review
Tennis CourtFees	Under review
Reservations	Under review
Fee collection	Under review
Tables/chairs	Under review
Equipment	Under review
Internet	Under review

Information Technology

Help Desk	Rubiconn
Office PC's	Rubiconn
Board recording	Volunteer
Police technology	COP
Website	TBD
Social media	TBD
Digital system	TBD
Board recorder	Volunteer
Board Display	TBD

Public Information

Quarter newslettr	TBD
Press Releases	TBD
Public events	TBD
Public outreach	TBD
Public Info Officer	TBD

Special Projects

Police Dept.	Board
PSB	Board
P&P Manual	Committee
Com Center	March Opening
KCC Agreement	TBD

District Mgmt.

Staff Goals	GM
Evaluations	GM
Recrutiments	GM
Discipline	GM
HR Management	GM
Staff Supervision	GM
Intergovt Relation	GM
Police oversight	GM
Board Liaison	GM
Policy implement	GM
Board Meetings	GM
Solid Waste	GM
District goals	GM
Legal Liaison	GM
Labor Relations	GM
Training	GM

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Organization Chart

