

FALLBROOK PUBLIC UTILITY DISTRICT

EMPLOYMENT OPPORTUNITY

SECRETARY

Definition

Under administrative direction, to serve as Secretary of the Board of Directors; to perform complex secretarial and administrative detail work for the General Manager; to represent the District in Small Claims adjudication; and to perform related work as required.

Class Characteristics

This one-position class serves in an official capacity as Secretary of the Board of Directors. In addition, the incumbent serves as the secretary and executive assistant of the General Manager, wherein the incumbent performs secretarial and staff support work and administers assigned programs. This classification is designated as confidential. Incumbents may supervise clerical staff in the performance of duties.

Examples of Duties

Takes minutes at Board meetings¹; prepares and mails copies of minutes, agenda, and other pertinent matters to Board members¹; prepares, sends for recordation and files Board Resolutions, Ordinances, Easements, Agreements, etc.¹; signs and places District seal on documents, as required; develops and maintains the District's administrative codes¹; represents the District in Small Claims Court, when the District is attempting to collect on overdue receivables²; prepares contract documents for competitive bidding, publishes required notices, and opens bids on behalf of the Board¹; mails meeting reminders and other official notices to the Board, consultants and the press; prepares Bills of Sale²; prepares documents for Department of Motor Vehicles²; renews all licenses and permits²; publishes and posts notices and ordinances in accordance with law; makes necessary arrangements for elections²; signs or co-signs District contracts; confers with the General Manager in the preparation of material and data requested by the Board of Directors¹; assists in the preparation of material for presentation at Board meetings¹; keyboards correspondence, memoranda and reports, and writes routine letters, as directed; performs a wide variety of complex administrative support work requiring composition, typing, stenographic and organizational skills¹; gathers the necessary information for preparation of reports by the General Manager²; schedules appointments for the General Manager; communicates on behalf of the General Manager in his absence and for others, as directed; provides administrative support of the General Manager in and for others, as directed¹; provides administrative support of the General Manager in annexation matters²; prepares Trust Deeds and Promissory Notes involving the District's real estate assets¹; may plan, organize and supervise the work of assigned staff, selecting, making assignments, setting priorities for and training personnel; develops standards of performance; receives work from administrators other than General

¹-The performance of this function is the reason the job exists.

²-There are limited employees among whom the performance of this function can be distributed.

Manager and may assign work to subordinate within the unit; develops procedures of the work unit; modifies work assignments in accordance with the needs of the unit; and performs related work as required.

Licenses and Certifications Required

Possession of certification as a Notary Public of the State of California;

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

Qualifications:

Knowledge of:

Modern office equipment and procedures;

Computer remote terminal and microcomputer operating methods and software related to word processing and spreadsheet applications;

English usage, spelling, grammar and punctuation at an advanced level;

Business mathematics;

Applicable laws and regulations;

Principles of supervision;

Common public relations courtesies, practices and techniques;

Applicable safety precautions and procedures;

County Tax Assessors procedure as it relates to real property ownership.

Ability to:

Perform highly responsible and complex administrative support work;

Keyboard at a net corrected speed of not less than 60 words per minute from clear text;

Take dictation at a speed of not less than 100 words per minute and transcribe material accurately;

Establish comprehensive records management systems;

Read and interpret laws, codes, ordinances, resolutions and other technical and complex written materials;

Operate computer remote terminal/microcomputer at a skilled level, utilizing varied software;

Plan, organize, administer and coordinate several major functions;

Compose resolutions, ordinances, agreements, specifications, notices, correspondence and reports;

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.

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is public agency or corporate experience related to serving an elected or appointed board as secretary and the performance of responsible administrative secretarial and staff support work;

or

Experience at or equivalent to the level of Administrative Office Specialist in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above.

Physical Demands

Sitting: Remains in a seated position for up to 8 9 hours per day.

Talking: Expresses ideas and shares information by means of spoken word and by telephone.

Hearing: Hears well enough to receive communication in person and by telephone.
Hands/Arms: Operates computer for up to 8 hours per day and takes minutes for up to 3 three hours.
Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

Reasonable accommodations will be considered.

SALARY RANGE: \$5,086 TO \$6,349/month

DEPENDING ON EXPERIENCE AND CERTICATION

APPLICATIONS DUE TO HUMAN RESOURCES BY NOON ON JULY 13, 2009

ONLY COMPLETE DISTRICT APPLICATIONS WILL BE CONSIDERED

*Fallbrook Public Utility District
990 E Mission Road, P.O. Box 2290, Fallbrook, CA 92088-2290.*

Please contact Casey Walters if you have any questions: casey@fpud.com
or 760/728-1125.

Fallbrook Public Utility District is an Equal Opportunity Employer

FALLBROOK PUBLIC UTILITY DISTRICT

Organization and Operations of the District

The Fallbrook Public Utility District was incorporated as a political subdivision of the State of California in 1922 and operates under the provision of the Public Utility Act, Division 7, of the Public Utility Code as adopted in 1953. The District constructs, operates and maintains facilities to supply water and sewer services to the town of Fallbrook and water and reclaimed water to the surrounding residential and agricultural areas comprising approximately 28,199 acres. The District is governed by a Board consisting of five directors, each of whom is elected at large to serve for a term of four years by the registered voters of the District. The Board establishes broad policies regulating the business of the District. In regards to personnel policy, the Board is committed to attracting and retaining high caliber, skilled employees, providing them with adequate tools and equipment in a working environment with a strong emphasis on safety. In order to achieve these objectives, and maintain high morale and productivity, the Board has established a policy to maintain a competitive compensation program and employee recognition program. The day-to-day business activities of the District are administered by the General Manager, who is appointed by and serves at the pleasure of the Board of Directors. The District is not subject to the rules and regulations of the Public Utility Commission of the State of California.

Wage/Hour Overview

Paydays are every other Wednesdays.

Benefits Overview

- Medical, dental and vision plans for employees and dependents with dependent co-pay.
- Partial retiree medical.
- Life Insurance
- Long Term Disability
- PERS 2.5% at 55 based on one year highest compensation
- Holiday, vacation and sick leave pay
- 9/80 workweek (some positions may not be eligible)

Selection Process

All complete applications will be reviewed and those applicants whose qualifications best match the requirements of the position will be scheduled for an interview. All applicants receive notification of completion of the selection process.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. The individual with the disability should specify what accommodation he or she needs to perform the job. The District will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee.

Any applicant or employee who requires an accommodation in order to participate in the recruitment process should contact the Human Resources Administrator and request such an accommodation. **ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY.**

The provisions of this announcement do not constitute an expressed or implied contract, and may be modified or revoked without notice.

FALLBROOK PUBLIC UTILITY DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER