



## CAMBRIA COMMUNITY SERVICES DISTRICT

### POSITION SPECIFICATION

<b>Position</b>	Administrative Technician II – Support to District Engineer
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Utilities Department Manager/District Engineer
<b>Website</b>	<a href="http://www.cambriacs.org">www.cambriacs.org</a>

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

#### **DEFINITION**

Under direction of the District Engineer or his designee, handles a variety of duties which require a general understanding of the policies, procedures and services of the District. Assists in supporting District's capital improvement projects, water and wastewater operations, contracting, reports, grants administration, development/remodeling permits, water conservation, and wastewater

data/service allocations that are typically linked to specific parcels and customers. Assists with processing permits, conducting supporting research, and management of assigned projects.

This is a position within the SEIU employee group.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **GENERAL CRITERIA:**

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Communicates clearly and concisely, both orally and in writing.
- Performs special research projects or other administrative tasks as assigned.
- Organizes and files documents associated with specific projects and District operations.
- Utilizes databases and other computer programs to collect, organize, and display data.

#### **DEPARTMENT SPECIFIC CRITERIA:**

- Maintenance of parcel data within the District's customer information system (CIS) and other databases, which would include EDU allocations, wait list positions, various water & wastewater connection permits, commitment lists, installed conservation measures, grandfathered meters, active and inactive services, as well as related coordination with County-maintained data.
- Maintenance of parcel hard files, including assistance with the scanning of stored documents into the District's digital records repository.
- Processing intent to serve letters, will serve letters, conservation demand off-set letters, position assignments and transfers, and voluntary lot mergers; which would include coordination with County Planning and Building, as well as the District's Administration and Fire Departments.
- Processing conservation retrofit applications and coordinating CCSD inspections; maintenance of conservation demand off-set points bank.
- Responding to inquiries regarding District requirements and policies and providing information on proper water use and effective water conservation techniques.
- Collecting and interpreting data relating to water conservation and assisting with report preparation and recommendations for action.
- Contracting assistance on District projects, including document management, supporting permit applications, requests for proposals and contracts for professional consulting services, as well as informal and formal bidding of construction projects.
- Performing research and administrative and word processing support in the development of engineering and utilities reports.
- Performing research necessary to coordinate with property owners and their agents, on questions pertaining to potential sales, changes of use, and transferring of capacity rights.
- Assisting with administration of GIS and asset management programs. All other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of correct English usage, spelling, grammar and punctuation and ability to understand, communicate and follow oral and written instructions. Ability to speak and write in a clear, concise manner.

- Knowledge of water resource conservation methods and policies, applicable laws, codes and ordinances.
- Skilled in modern office practices and procedures; customer service techniques; filing systems and procedures.
- Skilled in the use of Microsoft Office, including Outlook, Word, PowerPoint, and Excel; Adobe Acrobat Professional, and related Project Management programs, such as Microsoft Project.
- Skilled in operating computers, software, and other office equipment.
- Ability to learn specialized departmental computer software and navigate web-based applications; ability to perform a variety of technical functions.
- Ability to prioritize and organize multiple work activities to effectively meet deadlines and adapt to changing priorities.
- Ability to work with minimal supervision.
- Ability to learn, interpret, and apply departmental and CCSD policies and procedures; Learn basic federal, and state and local laws, codes, regulations, policies and procedures.
- Ability to respond to requests for information and assistance from employees, outside agencies and the public.
- Ability to participate in developing reports and recommendations. Establish and maintain accurate records and reports.
- Ability to use independent judgment and discretion.

#### **REQUIRED QUALIFICATIONS**

- Any combination of experience and/or education that is likely to provide the required knowledge and skills necessary to satisfactorily perform all essential duties and responsibilities. Experience with a public agency is highly desirable.
- Graduation from high school or GED equivalent required. An Associate of Arts/Science college degree is preferred.
- A valid California Class "C" driver's license is required. Must maintain satisfactory DMV record and ability to maintain insurability.