



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Board Secretary
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

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 the general direction of the General Manager, the Board Secretary provides administrative and technical support for the District and prepares agendas, agenda packets, minutes, drafts legal notices, staff reports, resolutions and ordinances.

This is a position within the SEIU employee group.

KEY RESPONSIBILITIES

The Board Secretary will:

- Provide prompt, professional and courteous customer service to the public, elected and appointed officials and District employees.
- Ensures that District board, standing committees and commission meetings comply with the requirement of the Brown Act.
- Administers recruitment and selection process for members of the, standing committees and commission; ensures members receive proper orientation and training; administer and files oath of office forms.
- Coordinates the production of District staff reports, resolutions, ordinances, legal notices, agendas, agenda packets and supporting materials.
- Attends Board meetings, takes minutes and disseminates information related to District actions; ensures legal notification has been given; follows up on the agenda items after every meeting.
- Acts as District's election official to administer and conduct municipal elections when required and coordinates with the County for certain responsibilities during consolidated elections.
- Administers the provisions of various State laws, including the Public Records Act and responds to Public Records Act requests.
- Serves as the Filing officer for State and District mandated campaign statements, statements of economic interest and other similar filings; facilitates the biennial review and update of the District's Conflict of Interest Code.
- Manages the processing, indexing, codification, certification, recordation and maintenance of vital records including ordinances, resolutions, deeds, contracts and other documents in accordance with statutory requirements.
- Updates and maintains a variety of District regulations, policies and handbooks, interprets said documents for staff and the general public, and facilitates training to ensure compliance with these documents.
- Updates the District's website with agendas, agenda packets, notices, executed ordinances, executed resolutions, bylaws and goals and objectives.
- Digitize and scan all District records, including resolutions and ordinances to Laserfiche.
- Create electronic versions of various documents for the District's use.
- Provide monthly Cambria meeting reminders to the Board of Directors and General Manager.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Principles and practices of municipal government administration sufficient to perform the assigned functions.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility.
- Knowledge and expertise of MS Office Suite, including Word, Excel, Outlook and Novus Agenda.
- Standard office practices and procedures including business correspondence, filing, and standard office equipment operation.
- Ability to be self-motivated, work independently, and manage time well.
- Must be able to “multi-task” to handle competing priorities and demands.
- Ability to communicate effectively with the public, organization, employees and community leaders in oral and written form.

PROFESSIONAL EXPERIENCE AND REQUIRED QUALIFICATIONS

- High School Diploma or G.E.D. with two years of college level course work in public administration, business administration or related field and two years of responsible administrative and/or clerical experience involving frequent public contact, records management and/or Council/Board support functions or an equivalent combination of education and experience.
- A Certified Municipal Clerk (CMC) designation is highly desirable, or the ability to obtain the designation within two (2) years.
- Possession of a Notary Public certification, or the ability to obtain the certification within two (2) years.
- Valid California Class C driver’s license. Must maintain satisfactory DMV record and ability to maintain insurability.