



## CAMBRIA COMMUNITY SERVICES DISTRICT

### POSITION SPECIFICATION

*Note - This position is open until filled. The District will accept part-time or full-time work. Applications will be reviewed as received and interviews scheduled as appropriate.*

<b>Position</b>	Board Secretary
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	General Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.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 2,300 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.

## **BENEFITS**

### **Salary Range**

\$50,595 - \$61,498

### **Dental Insurance**

The District pays 85% of the premiums for employee and dependent coverage for the lowest cost plan. However, the District shall have the unilateral discretion to provide a higher-level plan.

### **Health Insurance**

The District will pay 85% of the premiums currently in effect for employee and dependent coverage for the lowest cost plan available to District employees offered through the CalPERS system.

### **Retirement**

The District provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (P.E.R.S.), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The District shall provide the CalPERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the CalPERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012 up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPR will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision. All employees pay 100% of the CalPERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the entire 8% employee contribution, and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPR will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

### **Deferred Compensation 457 Match**

The District provides a matching monthly contribution of \$25.

### **Vacation**

Every full-time SEIU unit member earns paid vacation at the prescribed rate under SEIU section 23A as part of his/her compensation. Unit members shall also earn vacation credit during any paid

leave. Regular, non-temporary, part-time unit members accrue vacation time on a pro rata basis according to the percentage of full-time work assigned the position.

Vacation shall be earned as follows:

- 1 through the end of the 5<sup>th</sup> year of service (60 months):  
3.08 hours biweekly (80 hrs/yr)
- 5 through the end of the 10<sup>th</sup> year of service (120 months):  
4.61 hours biweekly (120 hrs/yr)
- 10 through the end of the 15<sup>th</sup> year of service (180 months):  
6.15 hours biweekly (160 hrs/yr)
- 15 years or more (180 months plus one day):  
7.69 hours biweekly (200 hrs/yr)

### **Sick Leave**

Each full-time employee will earn sick leave from the date of employment, at the rate of 3.70 hours per biweekly pay period (96 hours/year). Unused sick leave may be accumulated without limit. Unit members may use up to one-half of one year's annual accrual (e.g., 48 hours for full-time employees) for family sick leave purposes.

### **Holiday Leave**

The following are the eleven standard paid holidays observed by this District:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving  
Thanksgiving Day After  
Christmas Day

### **Health Reimbursement Account**

Regular employees, after completion of their probationary period shall be eligible for the Health Care Reimbursement Program. Eligible employees shall receive a credit of \$1300 in the approved program for eligible costs each January 1<sup>st</sup>.

### **Term Life Insurance**

A Group Life Insurance Plan will be provided with a \$25,000 life insurance policy for each unit member, a \$1,000 policy for each employee's spouse, and a \$1,000 policy for each employee dependent under the age of 21. The District will pay the full monthly premium for each unit member spouse and dependent children.

For more information on Service Employees International Union (SEIU) Local 620 benefits, please visit <https://www.cambriacsd.org/current-memorandum-of-understanding-mou-1-16-2020-to-1-16-2025>

### **Work Schedule**

Employee is assigned to work a 9/80 work schedule, consisting of eight workdays of 9 hours each and one workday of 8 hours.

### **HOW TO APPLY**

The position is open until filled. Please visit <https://www.cambriacsd.org/board-secretary> to obtain an employment application. Please type directly into the employment application, sign and submit the completed employment application, resume, certification and any supporting documentation to [Haley Dodson](#) or by mail to:

Cambria Community Services District  
Attention: Haley Dodson  
Po Box 65  
Cambria, CA 93428

A CCSD employment application must be filled out completely. A resume will not be accepted in lieu of completing a district employment application, but a resume may be included.

All applicants will be reviewed and only those candidates determined to be most qualified for the position on the basis of experience, training and education as submitted, will move forward in the selection process. The selection process will consist of one or more interviews, a written test and physical agility test. The candidate who has successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

For more information, please contact Haley Dodson at (805) 927-6223.