

Bel Marin Keys Community Services District

Waterways Manager Assistant/Office Manager

The Position

The Waterways Manager Assistant/Office Manager reports to the District Manager and helps him/her manage/operate the District and all business that the District conducts, as well as, being an assistant to the Waterways Manager in all waterway related activities. The position is an hourly position and entitled to additional hours. The normal work week is 9:30am-5pm, Monday through Friday. The Waterways Manager Assistant/Office Manager is required to attend all the Board of Directors meetings, usually scheduled for the third Thursday of every month.

The ideal candidate will be a punctual, dedicated, hard-working team player with an understanding of the importance of safe work practices, the ability to provide manual labor as directed, and pride in a job well-done.

Required experience/background

The Waterways Manager Assistant/Office Manager should and have prior experience with working with the public, knowledge of computers and general maintenance experience. The Waterways Manager Assistant/Office Manager must be able to multitask and must be reliable and be able to work on their own with little supervision and deal with interruptions and has a sense of urgency and desire to get the job done.

The District will provide education and training so that the Waterways Manager Assistant/Office Manager can be familiar with the Brown Act and offer courses through the California Special Districts Association (CSDA).

Major Duties

As the Waterways Manager Assistant/Office Manager for the District you will interact continually with the residents of the District, both in person, by telephone and email. You will perform a wide variety of duties that require attention to detail, and you will be required to meet specific deadlines.

Specific duties include, but not limited to, the following areas/responsibilities:

- Assist the District Manager with the overall operation of the District.
- Assist the Waterways Manager with flushing events
- Assist the Waterways Manager preparing the annual flushing schedule
- Assist with navigational lock walkthroughs for new residents
- Assist with projects designated by the Waterways Manager as they pertain to waterway maintenance (buoys clean ups/repairs, water samples)
- Assist the Waterways Manager with special projects
- Keep the District Manager informed of all actions following request by residents.
- Attend all CSD Board meetings

- Answer incoming telephones calls and receive mail (open, stamp date and distribute as required).
- Supervise and schedule the use of the Community Center by residents, clubs, and HOA meetings. To include scheduling janitorial and monitor support and the ordering of supplies for private events.
- Receive incoming cash/checks (sale of keys, rental fees etc). Prepare required paperwork for the District Manager to make deposit.
- Issue and track all keys for the locks and boat ramps.
- Post on the marquee as required announcing District business to include flushing events, meeting notice requirements, special events ect.
- Assist District Manager with landscape contractor and verify work performed weekly and compare to monthly billings.
- Maintain all required office supplies, janitorial supplies, and pet station supplies.
- Assist with the bi-monthly newsletter (Neighbor to Neighbor) and mass mailing notifications as needed

Knowledge, Skills and Abilities

- Communicate clearly and concisely, both orally and in writing
- Use of Microsoft Office
- Prioritize and organize multiple work activities to effectively meet deadlines; Adapt to changing priorities
- Work with minimal supervision
- Use independent judgment and discretion

Minimum Qualifications

- **Experience:** 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
- **Education:** High School or GED equivalent required. An Associate of Arts/Science college degree is preferred
- **License:** A valid California Class "C" driver's license is required

The BMKCSO will provide education and training to Waterways Manager Assistant/Office Manager so he/she can be familiar with Special District and the Brown Act.

Physical Requirements

Employees will be required to perform light to moderate manual labor which may include such tasks as lifting (frequent lifting up to 30 pounds; occasional lifting to 55 pounds) and carrying of materials including, but not limited to signposts, boxes, tools; frequent walking and/or standing, frequent bending, squatting, holding and reaching and working outdoors in all types of local weather conditions.

Minimum Age

18 years.

Salary/benefits:

- \$25-30/hour (depending on experience)
- Employee procures own insurance and are eligible for up to \$400 per month health coverage paid by the District.
- District contributes 3% to a Simple IRA

Paid Leave

Vacation:	10 days = 0-2 years of service 15 days= 2 plus years of service
Sick leave:	6 days per year
Holidays:	11 paid holidays per year

Selection Process

All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process and departmental interview. Meeting the minimum qualifications does not guarantee advancement in the selection process.

Prior to providing a Conditional Offer of Employment, the District will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment will be made contingent upon successful completion of Live scan Fingerprinting.

Recruitment Contact

Email: ncamargo@bmkcsd.us