

TO: ADMINISTRATION COMMITTEE

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



**AGENDA ITEM  
2 (A)  
MARCH 19, 2018**

FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS

DATE: MARCH 15, 2018

**CONSIDER CHANGES TO ASSISTANT ENGINEER AND  
WASTEWATER SUPERVISOR JOB DESCRIPTIONS**

**ITEM**

Consider proposed job description changes to Assistant Engineer and Wastewater Supervisor positions [CONSIDER PROPOSED CHANGES AND MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

**BACKGROUND**

The Assistant Engineer works under the general supervision of the Director of Engineering and Operations. The Assistant Engineer performs professional and technical civil engineering work to support the District's operations, Capital Improvement Program, and private development. The position is vacant as of February 16, 2018 due to the resignation of the incumbent. Staff is proposing some minor revisions to the job description related to the District's water conservation program. Recruitment for this position is a high priority for the District and will begin once the District Board approves the revised job description.

The Wastewater Supervisor works under the general supervision of the Director of Engineering and Operations. The Wastewater Supervisor performs a variety of technical tasks relative to the operation, maintenance and repair of District wastewater treatment facilities and wastewater collection systems. Due to the resignation of the incumbent, the position has been filled on an interim basis as of March 15, 2018 with a current District Wastewater 2 Operator to comply with State requirements. Staff is proposing some minor revisions to the job description related to licenses and certifications. Recruitment for this position is a high priority for the District and will begin once the District Board approves the revised job description.

**FISCAL IMPACT**

Both positions are fully funded in the FY 17-18 budget. No impact is anticipated as a result of the proposed job description revisions.

**RECOMMENDATION**

Consider revisions and make a recommendation to your Board regarding the proposed changes to the Assistant Engineer and Wastewater Supervisor job descriptions.

**ATTACHMENTS**

- A. Draft proposed Assistant Engineer Job Description
- B. Draft proposed Wastewater Supervisor Job Description

MARCH 19, 2018

ITEM 2(A)

ATTACHMENT A

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Assistant Engineer**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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**1. DEFINITION AND SUMMARY OF DUTIES**

Perform professional and technical civil engineering work in support of District and private development projects starting with simple projects and moving to more complex ones. Employees in this job class provide general engineering support and direction to a variety of public and private projects. Projects worked on may include civil works projects including: water and wastewater pipelines and treatment facilities, tanks, environmental mitigation and other related subjects. Assists District Engineer with implementation of various District programs including the implementation of District's ~~Water Conservation Program and Capital Improvement Program~~. Other duties as assigned.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Performs studies, researches files, records, plans, and maps.
- b) Gathers, assembles, analyzes and interprets field data, and prepares reports.
- c) Plans, directs, participates, and effectively completes projects. This technical work involves engineering, surveying, construction, or other activities related to the civil engineering profession.
- d) Administers consultant contracts for support services such as surveying, soil testing, biological studies, etc.
- e) Coordinates with other District staff as needed to complete assignments.
- f) Provides planning, specification, calculation and cost estimating review of other's work.
- g) Reviews construction of projects and assists in maintaining construction documents.
- h) Reviews and evaluates development plans, maps, and related documents for conformance to District, County, State, and Federal codes. Reviews calculations.
- i) Assists with maintenance of GIS system and hydraulic models.
- j) Assists with maintenance of water allocation program.
- k) Assists in processing of development applications.
- l) Provides assistance to other District employees regarding engineering related matters.
- ~~m) Assists in planning, developing and implementing innovative water conservation programs.~~
- ~~n) Provides technical expertise to District staff and public on how to achieve water conservation program objectives.~~
- ~~o) Performs regulatory monitoring and evaluation activities for water conservation; documents problem areas and researches remedies.~~
- p)m) Assists with locating and evaluating grant opportunities and preparing grant applications.
- q)n) Monitors compliance with grant requirements.
- r)o) Interfaces with outside agencies, consultants, contractors, and the general public.
- s)p) Performs related duties similar to the example duties in scope and function as required.
- t)q) Represents the District in a professional manner

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Assistant Engineer**

**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

**REPORTS TO: Director of Engineering and Operations**

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Principles and practices of civil engineering applicable to the planning, design, and construction of water and wastewater pipelines and treatment facilities and tanks.
- b) Mathematics, design methods, uses and strengths of construction materials, and effects of soil conditions as they relate to the design and construction of water and wastewater pipelines and treatment facilities and tanks.
- c) Hydrology, hydraulics, and structural design practices and procedures.
- d) Principles and practices of surveying and construction inspection, including applicable laws and safety requirements.
- e) Technical report writing.
- f) Computer systems and applicable software programs.
- ~~g) Federal, State and local laws and regulations regarding water conservation.~~
- ~~h) Principles, practices, programs and funding sources for water conservation.~~

**4. ESSENTIAL ABILITIES**

- a) Apply knowledge gained from education in the performance of professional level engineering.
- b) Prepare engineering plans, designs, estimates, and specifications for a variety of public works projects and complete projects effectively.
- c) Solve engineering problems utilizing a variety of civil engineering techniques.
- d) Use AutoCAD and standard office software such as word processing, spreadsheets and Adobe Acrobat.
- e) Follow written and oral directions.
- f) Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing professional engineering assistance and information.
- g) Communicate effectively and tactfully in both oral and written forms.
- h) Prepare staff reports associated with project work.
- i) Establish and maintain effective and amicable work relationships with those contacted in the performance of required duties.
- j) Meet the physical requirements necessary to safely and effectively perform required duties.
- k) Maintain activity records and infrastructure databases.
- ~~l) Plan, organize, supervise, coordinate, review, and evaluate programs and projects related to water conservation.~~
- m) Exercise sound independent judgment within established policy and procedural guidelines.
- n) Maintain confidentiality of information where necessary.
- o) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- p) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Assistant Engineer**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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**5. PHYSICAL REQUIREMENTS**

- a) Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle.
- b) Hearing to interact in person, on the telephone and over a radio.
- c) Strength to lift and move equipment and tools weighing up to 40 pounds with proper equipment.
- d) Stamina to do moderate physical work.
- e) Mobility to inspect various work and construction sites, work in confined spaces and climb ladders.
- f) Ability to wear self-contained breathing equipment.
- g) Employee must be able to work out of doors in all weather conditions
- h) Employee may work in proximity to wastewater
- i) Employee must be available for attendance at evening and weekend meetings.
- j) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

**6. EDUCATION AND EXPERIENCE**

- a) Bachelor's degree in Civil Engineering or related field.
- b) Possession of an Engineer in Training Certificate desirable.

**7. LICENSES**

- a) Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- ~~b) Ability to obtain AWWA Water Use Efficiency Grade 1 certification within 24 months of employment date.~~

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Assistant Engineer**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

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MARCH 19, 2018

ITEM 2(A)

ATTACHMENT B

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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**1. DEFINITION AND SUMMARY OF DUTIES**

Under general direction, plans, schedules, assigns, and reviews the work of assigned wastewater operations staff within the Engineering and Operations Department; plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater system maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District wastewater treatment facilities and wastewater collection systems; works cooperatively with the Water Supervisor on staff scheduling and on special projects; supervises water operations staff in the absence of the Water Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the wastewater operations. Incumbents are expected to independently perform the full range of wastewater system maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- b) Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- c) Evaluates employee performance, counsel employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- d) Supervises water operations staff in the absence of Water Supervisor.
- e) Monitors operations and activities of the wastewater operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- f) Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- g) Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- h) Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.



**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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- i) Performs the most complex wastewater operations duties and provides technical assistance to crews.
- j) Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- k) Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- l) Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- m) Supervise operation, maintenance and repair of two wastewater treatment and reclamation facilities including but not limited to headworks, aeration, clarification, chemical feed systems, plant process water, electrical system, biosolids processing and disposal, effluent disposal, and SCADA.
- n) Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- o) Performs line locating, inspect sewer mains and laterals for new construction as necessary.
- p) Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- q) Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- r) Performs and supervises confined space entry.
- s) Responds to emergency situations as necessary.
- t) Assists Water Supervisor on projects, as assigned, involving coordination of crews.
- u) Track performance goals.
- v) Prepares regulatory reports.
- w) Performs other duties as assigned.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- b) Principles and practices of wastewater operations and maintenance program development and administration.
- c) Principles, practices, equipment, tools and materials of wastewater system construction, maintenance, and repair.
- d) Basic principles of contract administration for wastewater system maintenance and repair projects.
- e) Basic principles and practices of budget and capital improvement program development, administration, and accountability.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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- f) Safety principles, practices, and procedures of wastewater facilities and systems, including equipment and hazardous materials.
- g) Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- h) Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of wastewater system infrastructure and facilities.
- i) Operation, materials, and methods of wastewater system construction, collection, and treatment.
- j) Basic principles and procedures of record keeping.
- k) Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- l) Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- m) Modern office practices, methods and computer equipment.
- n) Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities.
- o) English usage, grammar, spelling, vocabulary, and punctuation.
- p) Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- q) Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**4. ESSENTIAL ABILITIES**

- a) Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- b) Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- c) Organize, implement, and direct wastewater system maintenance and operations activities.
- d) Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- e) Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- f) Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- g) Perform the most complex maintenance duties and operate related equipment safely and effectively.
- h) Plan, coordinate, oversee, and track facility maintenance and repair activities.
- i) Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- j) Lead in diagnosis, disassembly and repair of routine wastewater lift station equipment.
- k) Perform preventive maintenance on wastewater system equipment per preventive maintenance schedule.
- l) Oversee and maintain a variety of maintenance and repair records.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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- m) Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- n) Accurately determine mechanical repair needs.
- o) Develop contract specifications for wastewater system maintenance contracts; administer such contracts.
- p) Develop cost estimates for supplies and equipment.
- q) Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- r) Maintain accurate records and files of work performed.
- s) Make sound, independent decisions within established policy and procedural guidelines.
- t) Organize own work, set priorities and meet critical time deadlines.
- u) Operate modern office equipment including computer equipment and software programs.
- v) Use English effectively to communicate in person, over the telephone and in writing.
- w) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- x) Establish and maintain effective working relationships with those contacted in the course of work. Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- y) Exercising sound independent judgment within established policy and procedural guidelines.
- z) Maintaining confidentiality of information where necessary.
- aa) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- bb) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.
- cc) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.

**5. PHYSICAL REQUIREMENTS**

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities;
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work;
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders;
- d) Must be able to operate varied hand and power tools and construction equipment;
- e) Must be able to read printed materials and a computer screen;
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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- j) Must be able to tolerate exposure to raw and partially treated wastewater, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

**6. EDUCATION AND EXPERIENCE**

- a) Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to the completion of the twelfth (12th) grade and four (4) years of progressive field experience in the operation and maintenance of wastewater collection and treatment facilities.
- b) Supplemental college coursework in wastewater sciences or related field is desirable.

**7. LICENSES**

- a) Possession and maintenance of ~~Must have~~ a valid California Class C driver's license with satisfactory driving record.
- b) Possession and maintenance of ~~Must have~~ Grade III Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board.
- c) Possession and maintenance of ~~Must obtain~~ Grade II-III Wastewater Collection System Maintenance Certification from the California Water Environment Association ~~with 24 months.~~
- e)d) Possession and maintenance of a valid Grade 1 AWWA or CWEA Lab Analyst certificate.
- d) ~~Must obtain have Grade II Water Distribution Operator Certification issued by the State of California within 24 months.~~
- e) ~~Grade II Water Treatment Plant Operator Certificate issued by the State of California highly desirable.~~

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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**FLSA STATUS: Non Exempt - Full Time (40 hour week)**

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**REPORTS TO: Director of Engineering and Operations**

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**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.


I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

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TO: ADMINISTRATION COMMITTEE  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER   
DATE: MARCH 16, 2018

**AGENDA ITEM  
2 (B)  
MARCH 19, 2018**

**CONSIDER CHANGES TO  
THE PUBLIC INFORMATION DIRECTOR JOB DESCRIPTION**

**ITEM**

Consider proposed job description changes to the Public Information Director position [CONSIDER PROPOSED CHANGES AND MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

**BACKGROUND**

The Public Information Director ("PID") works under the general supervision of the Finance Director/Assistant General Manager ("Finance Director"). Currently, the PID dedicated approximately 10% of their time to performing front-office clerical level administration work to support the District's Finance Director and 90% of their time acting with the General Manager as the District's community outreach and communications agent. The position has been vacant since January 19, 2018 due to the resignation of the incumbent.

Staff is proposing revisions to the job description's title, duties, and salary range. The proposed modifications divide the PID's time and duties into three categories: Administration Supervisor (60% of Job Duty), Clerk to the Board (15% of Job Duty), Public Information Director (25% of Job Duty). Recruitment for this position is a high priority for the District and will begin once the District's Board of Directors approves the revised job description.

The proposed job description changes include changing the job title to Administrative Supervisor. The previous incumbent developed the PID workflow providing direction and programs that significantly enhanced communications between the community and the District. With these programs well developed, it is anticipated that effort in these areas will be diminished leaving sufficient time for this position to take on the tasks outlined in the proposed job description. The proposed revisions to the job description focus on adding supervisory duties over the administration staff, and shifts technical accounting and book keeping routines from the Finance Director to the proposed Administrative Supervisor position.

Modifications to the PID job description, including the tasks as explained above, will benefit the District by directing the skills of the District's Finance Director towards managing higher level, critical financial and managerial challenges. The Finance Director will need the support of a supervisor level staff member to oversee daily office administration duties and to build redundancy in the District's staffing model. Additionally, if approved, the modified position would act as the Finance Director in support of the General Manager in the absence of the Finance Director.

The proposed changes to the PID job description includes changing the position's salary range. The purpose of the salary adjustment is to represent the elevated level of responsibility, required level of education, and performance expectation of the position. The suggested salary range is commensurate with other community service districts in the area. The current PID salary range is 10 out of 60 on the District's Monthly Salary Step/Range schedule. The proposed salary range

being suggested is 25 out of 60. This equates to a salary differential of approximately \$1,500 per month and would be applied across the District's enterprise funds appropriately.

**FISCAL IMPACT**

Should the position be filled in the current fiscal year, the salary differential will be accounted for in the cost savings from the unpaid salary of the incumbent. Therefore, there will be no impact on the current fiscal year budget. The salary differential for future fiscal years will be included in the employee salary computations for those years.

**RECOMMENDATION**

Staff recommends your committee review the proposed job description modifications, make edits as needed, and direct staff to take the appropriate actions expressed by the committee.

**ATTACHMENTS**

- A. Red-line copy of proposed Public Information Director job description modifications
- B. Clean copy of proposed Public Information Director job description modifications

MARCH 19, 2018

ITEM 2(B)

ATTACHMENT A



**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** Public Information Director/Clerk Administration Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

**1. DEFINITION AND SUMMARY OF DUTIES**

Under general direction of the Finance Director and in close coordination with the General Manager, the Public Information Director/Clerk Administration Supervisor has three functions: oversees the daily operations of the administrative office in supports of the Finance Director as well as other accounting and budgeting functions, acts as the Clerk to the Board of Directors, and leads the development and implementation of the District's public information program, assists in preparation and publication of public meeting agendas, attends Board Meetings and documents Board Action.

As the Administration Supervisor the duties include but are not limited to overseeing the Billing Clerks, assist in providing customer service in the office and directing and maintain general office practices and procedures. In support of the Finance Director the employee will be responsible for the organization's payroll preparation along with other budgeting and accounting responsibilities.

As Public Information Director the employee develops and implements comprehensive communication messages for all District business and emergencies, maintains the District website and social media platforms, develops public relations materials including District newsletters, press releases, promotional and educational materials, and manages education and grant programs.

As Clerk to the Board, the employee assists in preparation of Board Agendas, attends and documents Board meetings, serves as Clerk to the Board and maintains District Ordinances and Resolutions, Board forms and training documents, and performs a variety of administrative and operational functions in support of general office administration, and the Billing Clerk.

As Public Information Director the employee develops and implements comprehensive communication messages for all District business, maintains the District website and social media platforms, reviews public relations materials including District newsletters, press releases, promotional and educational materials.

This is a full-time office support class position, responsible for the District's outreach program, website, and providing directing a variety of office administrative support tasks including the preparation of Board meeting materials and documentation of Board meetings. Successful performance requires attendance during regular office hours and occasionally at off-hours Board meetings and other District-related events. The employee must possess skills to deal with the public successfully. The employee is responsible for independently performing a full range of public information activities and providing office support direction to the District, and perform other duties as assigned.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administration Manager (60% of Job Duty):**

- a) Provide assistance and back-up to Billing Clerk on a regular basis.
- b) Assist customers and the public in person, over the telephone, or electronically in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

Public Information Director/Clerk Administration

**POSITION:** Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

- c) Assist in developing annual budget.
- d) Responsible for completing District payroll.
- e)

**Clerk to the Board (15% of Job Duty):**

- a) Knowledge of Brown Act (Open Meeting Rules) and Fair Political Practices Commission Rules and Regulations. Prepare and submit necessary forms.
- b) Assist in preparation of the agenda for Board of Directors meetings; lead final review, assembly and production of Agenda materials, distribute agenda packets to Board members and assure that appropriate legal notification of meeting time and content is publicized.
- c) Attend all Board meetings; assures that all required materials are available; operate a recorder for documentation of the meetings and take supplemental notes.
- d) Draft Board meetings minutes from recording and notes; after review, prepare and distributes copies following established instructions.
- e) Maintain Ordinances and Resolutions, obtain proper signatures and attachments, follow directives in document, including but not limited to newspaper publishing, CEQA filings, recordings with County Clerk-Recorder.
- f) Coordinate public/protest hearing notices and collect responses.
- g) Maintain Board training documents and forms.

**Public Information Director (25% of Job Duty):**

- a) Develop and maintain/implement the District's Public Information and Outreach Program. Develop comprehensive communication message and plan for all District business.
  - b) Design and develop public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts, and assists with monthly Manager's column.
- ~~Maintain District lobby, Board Room, website and social media platforms with up-to-date and appropriate information.~~
- c) Maintain information on District website. Coordinate upgrades to District website, as needed.
  - e)d) Maintain District's transparency standards and distinction by coordinating efforts to complete and submit applications for evaluation by the appropriate evaluating organizations .
  - d) ~~Coordinate closely with the General Manager to develop and distribute public information. Prepares informational materials for web-site posting.~~
  - e) Prepare and distributes press releases, fact sheets, media advisories, and articles. Coordinate media/press events. Serve as District Public Information Officer, as appropriate.
  - e) ~~Responsible for c)Coordinate and manage all District public events.~~
  - f)a) ~~Knowledge of Brown Act (Open Meeting Rules) and Fair Political Practices Commission Rules and Regulations. Prepare and submit necessary forms.~~

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

Public Information Director/Clerk Administration

**POSITION:** Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

- ~~g)a) Assist in preparation of the agenda for Board of Directors meetings; lead final review, assembly and production of Agenda materials, distribute agenda packets to Board members and assure that appropriate legal notification of meeting time and content is publicized.~~
- ~~h)a) Attend all Board meetings; assures that all required materials are available; operate a recorder for documentation of the meetings and take supplemental notes.~~
- ~~i)a) Draft Board meetings minutes from recording and notes; after review, prepare and distributes copies following established instructions.~~
- ~~a) Maintain Ordinances and Resolutions, obtain proper signatures and attachments, follow directives in document, including but not limited to newspaper publishing, CEQA filings, recordings with County Clerk-Recorder.~~
- ~~j)a) Coordinate public/protest hearing notices and collect responses.~~
- ~~a) Maintain Board training documents and forms.~~
- ~~f) Coordinateing timely responses to public records requests.~~
- ~~Act as Program Manager for District's water conservation classroom education program.~~
- ~~Act as Program Manager for District's grant programs.~~
- ~~Research grant programs and develop grant proposals that support District needs.~~
- ~~Assist in developing budgets annually for the Public Information Program and all-related programs.~~
- ~~g) Coordinate with other departments and District staff as needed to complete assignments.~~
- ~~h) Assist with internal communications and trainings.~~
- ~~Coordinate implementation of the District's emergency communications program.~~
- ~~Collect feedback from the public through polls, surveys, in person, over the phone, or electronically and identify opportunities to better serve District customers.~~
- ~~k) —~~
- ~~l)a) Provide assistance and back-up to Billing Clerk on a regular basis.~~
- ~~m) Assist customers and the public in person, and over the telephone, or electronically in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.~~
- ~~n)a) Act as Program Manager for District's water conservation classroom education program.~~
- ~~o) Coordinate with other departments and District staff as needed to complete assignments.~~
- ~~p)i) Safely operate a motor vehicle (District or personal) to perform District duties.~~
- ~~q)a) Research grant programs and develop grant proposals that support District needs.~~
- ~~r) Assist in developing budgets annually for the Outreach Program and all-related programs.~~
- ~~s)j) Perform related duties similar to the example duties in scope and function as required.~~
- ~~t)k) Represent the District in a professional manner.~~

### 3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Local government agencies and community services districts.
- b) Legislative process and procedures.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

~~Public Information Director/Clerk Administration~~

**POSITION:** Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

- c) Standard office practices and procedures, including filing and the use of standard office equipment.
- d) Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Access-Publisher is desirable.
- e) Correct business English, including spelling, grammar and punctuation.
- f) Techniques for dealing with the public, in person and over the telephone.
- g) Handling multiple tasks and meeting critical time deadlines.
- h) Methods and techniques used in developing communications for internal and external audiences.
- i) English usage, spelling, grammar, and punctuation.
- j) Basic principles and practices of public information and education program development and implementation.
- k) Operations, services, and activities of a public information and communications program.
- l) Principles of web design.
- m) Principles, practices, and techniques of distributing information for mass media communications.
- n) Communication media sources, including but not limited to social media, internet, newspapers, radio, and television.
- o) Methods and techniques of news reporting and editing.
- p) Principles of research, writing, editing, and preparing a variety of informational publications, speeches, bulletins, press releases, feature stories, and distribution materials.
- q) Methods and techniques of layout and graphic design.
- r) Photography and photo editing.
- s) Drafting accurate minutes of Board meetings.
- t) Record keeping principles and practices including electronic records creation and retrieval methods.
- u) Working command of Spanish language, written and verbal is desirable.

**4. ESSENTIAL ABILITIES**

- a) Plan, develop, organize, and direct a comprehensive public information and education program for the District.
- ~~b) Participate in recommending and implementing goals and objectives for providing public information and communication programs.~~
- ~~c) Identify target audiences and develop pertinent messages.~~
- d)b) Analyze the effectiveness of public information activities, initiate, and develop procedures for improving public information efforts.
- e)c) Write clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

Public Information Director/Clerk Administration

**POSITION:** Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

- f)d) Understand the implications of public information and evaluate the news value of District activities and functions.
- g)e) Add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- h)f) Operate office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- i)g) Operate a motor vehicle safely.
- j)h) Communicate clearly and concisely, both orally and in writing.
- k)i) Follow written and oral directions.
- l)j) Establish and maintain effective working relationships with those contacted in the course of work.
- m)k) Performing detailed office support work with minimal supervision.
- n)l) Drafting accurate minutes of Board meetings.
- o)m) Entering numerical and other data into a computer with speed and accuracy.
- p)n) Ability to prioritize and handle multiple tasks and meeting critical time deadlines.
- q)o) Filing/scanning with speed and accuracy.
- r)p) Applying and explaining policies and procedures.
- s)q) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- t)r) Exercising sound independent judgment within established policy and procedural guidelines.
- u)s) Maintaining confidentiality of information where necessary.
- v)t) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- w)u) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

**5. PHYSICAL REQUIREMENTS**

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use computer software to access, record and convey information in required format.
- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing.
- f) Ability to maintain, regular, predictable, punctual attendance.
- g) Mobility to work in a standard office environment and use standard office equipment.
- h) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

**6. EDUCATION AND EXPERIENCE**

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

~~Public Information Director/Clerk Administration~~

**POSITION:** Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

- a) Graduation from an accredited four-year college or university with a degree in ~~Communications~~Business Administration, Accounting, Marketing, Journalism, or a related field, or equivalent experience.

7. LICENSES

a) Possession of a valid California class C driver's license and a satisfactory driving record.

~~a)b) \_\_\_\_\_ Must be bondable by the District's fidelity bond insurer.~~

~~b) \_\_\_\_\_ Must be bondable by the District's fidelity bond insurer.~~

~~c) \_\_\_\_\_~~

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** ~~Public Information Director/Clerk Administration~~  
Supervisor

**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

**REPORTS TO:** Finance Director

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

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MARCH 19, 2018

ITEM 2(B)

ATTACHMENT B



**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** Administration Supervisor

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**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

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**REPORTS TO:** Finance Director

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**1. DEFINITION AND SUMMARY OF DUTIES**

Under general direction of the Finance Director, the Administration Supervisor has three functions: oversees the daily operations of the administrative office in supports of the Finance Director as well as other accounting and budgeting functions, acts as the Clerk to the Board of Directors, and leads the development and implementation of the District's public information program,

As the Administration Supervisor the duties include but are not limited to overseeing the Billing Clerks, assist in providing customer service in the office and directing and maintain general office practices and procedures. In support of the Finance Director the employee will be responsible for the organization's payroll preparation along with other budgeting and accounting responsibilities.

As Clerk to the Board, the employee assists in preparation of Board Agendas, attends and documents Board meetings, serves as Clerk to the Board and maintains District Ordinances and Resolutions, Board forms and training documents, and performs a variety of administrative and operational functions in support of general office administration.

As Public Information Director the employee develops and implements comprehensive communication messages for all District business, maintains the District website and social media platforms, reviews public relations materials including District newsletters, press releases, promotional and educational materials.

This is a full-time office support class position, responsible for the District's outreach program, website, and directing a variety of office administrative support tasks including the preparation of Board meeting materials and documentation of Board meetings. Successful performance requires attendance during regular office hours and occasionally at off-hours Board meetings and other District-related events. The employee must possess skills to deal with the public successfully. The employee is responsible for independently performing a full range of public information activities and providing office direction to the District, and perform other duties as assigned.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administration Manager (60% of Job Duty):**

- a) Provide assistance and back-up to Billing Clerk on a regular basis.
- b) Assist customers and the public in person, over the telephone, or electronically in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.
- c) Assist in developing annual budget.
- d) Responsible for completing District payroll.
- e)

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Administration Supervisor**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Finance Director**

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**Clerk to the Board (15% of Job Duty):**

- a) Knowledge of Brown Act (Open Meeting Rules) and Fair Political Practices Commission Rules and Regulations. Prepare and submit necessary forms.
- b) Assist in preparation of the agenda for Board of Directors meetings; lead final review, assembly and production of Agenda materials, distribute agenda packets to Board members and assure that appropriate legal notification of meeting time and content is publicized.
- c) Attend all Board meetings; assures that all required materials are available; operate a recorder for documentation of the meetings and take supplemental notes.
- d) Draft Board meetings minutes from recording and notes; after review, prepare and distributes copies following established instructions.
- e) Maintain Ordinances and Resolutions, obtain proper signatures and attachments, follow directives in document, including but not limited to newspaper publishing, CEQA filings, recordings with County Clerk-Recorder.
- f) Coordinate public/protest hearing notices and collect responses.
- g) Maintain Board training documents and forms.

**Public Information Director (25% of Job Duty):**

- a) Develop and implement the District's Public Information and Outreach Program. Develop comprehensive communication message and plan for all District business.
- b) Design and develop public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts, and assists with monthly Manager's column.
- c) Maintain information on District website. Coordinate upgrades to District website, as needed.
- d) Maintain District's transparency standards and distinction by coordinating efforts to complete and submit applications for evaluation by the appropriate evaluating organizations .
- e) Prepare and distributes press releases, fact sheets, media advisories, and articles. Coordinate media/press events. Serve as District Public Information Officer, as appropriate.
- f) Responsible for coordinating timely responses to public records requests.
- g) Coordinate with other departments and District staff as needed to complete assignments.
- h) Assist with internal communications and trainings.
- i) Safely operate a motor vehicle (District or personal) to perform District duties.
- j) Perform related duties similar to the example duties in scope and function as required.
- k) Represent the District in a professional manner.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Local government agencies and community services districts.
- b) Legislative process and procedures.
- c) Standard office practices and procedures, including filing and the use of standard office equipment.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Administration Supervisor**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Finance Director**

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- d) Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Publisher is desirable.
- e) Correct business English, including spelling, grammar and punctuation.
- f) Techniques for dealing with the public, in person and over the telephone.
- g) Handling multiple tasks and meeting critical time deadlines.
- h) Methods and techniques used in developing communications for internal and external audiences.
- i) English usage, spelling, grammar, and punctuation.
- j) Basic principles and practices of public information and education program development and implementation.
- k) Operations, services, and activities of a public information and communications program.
- l) Principles of web design.
- m) Principles, practices, and techniques of distributing information for mass media communications.
- n) Communication media sources, including but not limited to social media, internet, newspapers, radio, and television.
- o) Methods and techniques of news reporting and editing.
- p) Principles of research, writing, editing, and preparing a variety of informational publications, speeches, bulletins, press releases, feature stories, and distribution materials.
- q) Methods and techniques of layout and graphic design.
- r) Photography and photo editing.
- s) Drafting accurate minutes of Board meetings.
- t) Record keeping principles and practices including electronic records creation and retrieval methods.
- u) Working command of Spanish language, written and verbal is desirable.

**4. ESSENTIAL ABILITIES**

- a) Plan, develop, organize, and direct a comprehensive public information and education program for the District.
- b) Analyze the effectiveness of public information activities, initiate, and develop procedures for improving public information efforts.
- c) Write clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.
- d) Understand the implications of public information and evaluate the news value of District activities and functions.
- e) Add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- f) Operate office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- g) Operate a motor vehicle safely.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Administration Supervisor**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Finance Director**

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- h) Communicate clearly and concisely, both orally and in writing.
- i) Follow written and oral directions.
- j) Establish and maintain effective working relationships with those contacted in the course of work.
- k) Performing detailed office support work with minimal supervision.
- l) Drafting accurate minutes of Board meetings.
- m) Entering numerical and other data into a computer with speed and accuracy.
- n) Ability to prioritize and handle multiple tasks and meeting critical time deadlines.
- o) Filing/scanning with speed and accuracy.
- p) Applying and explaining policies and procedures.
- q) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- r) Exercising sound independent judgment within established policy and procedural guidelines.
- s) Maintaining confidentiality of information where necessary.
- t) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- u) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

**5. PHYSICAL REQUIREMENTS**

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use computer software to access, record and convey information in required format.
- d) Ability to interact in person and on the telephone, relaying information verbally.
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- h) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

**6. EDUCATION AND EXPERIENCE**

- a) Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Marketing, Journalism, or a related field, or equivalent experience.

**7. LICENSES**

- a) Possession of a valid California class C driver's license and a satisfactory driving record.
- b) Must be bondable by the District's fidelity bond insurer.
- c)

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** Administration Supervisor

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**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

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**REPORTS TO:** Finance Director

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**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Administration Supervisor**

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**FLSA STATUS: Non-Exempt – Full Time (40 hour week)**

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**REPORTS TO: Finance Director**

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If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

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