



Fair Oaks Water District Job Description

POSITION TITLE: Community Relations Coordinator/
Executive Assistant
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: General Manager
DIRECTLY SUPERVISES: N/A
Job Description Date: January 1, 2009
Annual Salary Range: \$44,899 - \$56,124

GENERAL STATEMENT OF JOB:

Under supervision of the General Manager; plans, organizes, and coordinates special projects and community outreach activities for the District. Provide administrative assistance to the General Manager and the Board of Directors. Prepares and distributes the Board agenda and maintains official records of Board proceedings and actions. According to District policy and appropriate accounting procedures; processes accounts payable and assists finance department as needed.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Responsible for the District's A/P processing and related reporting requirements.
2. Provides accurate, comprehensive, and systematic communications about the programs, functions and activities of the District.
3. Maintains general information updates for the District website and periodic newsletter.
4. Makes appointments and maintains appointment calendar for the General Manager.
5. Leads in the production of the District's spring and fall newsletter.
6. Maintains official records of Board proceedings and actions.
7. Prepares and distributes the Board agenda under the direction of the General Manager.
8. Works with staff and other agencies in coordinated public relations efforts.
9. Plans, coordinates, and delivers presentations of water conservation information to area schools: including but not limited to the annual poster contest.
10. Plans and coordinates District involvement in the annual Fair Oaks Spring Fest.
11. Communicates policies and regulations regarding water service, billing, and metering program to the public.

12. Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors.
13. Prepares reports and documents for the District and develops forms and procedures for specialized projects.
14. Performs a variety of independent research, information retrieval and analysis projects for the finance department as needed.
15. Receives and documents all forms and data for the ULFT rebate program. Requests rebates for qualified customers, and seeks District reimbursement from regulatory agencies.
16. Assists with collection of data for the year-end audit and annual budget review.
17. Maintains District record archiving and storage; coordinates file management with outside vendor.
18. May work overtime as required and approved with additional compensation
19. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.
20. Acts as emergency back-up for Customer Service.

MINIMUM TRAINING AND EXPERIENCE:

- Graduate of an accredited four-year College or University with major in communications and/or a business related field.
- Basic knowledge of financial principles.
- Prior work experience in water industry.
- Intermediate to advanced knowledge in current Microsoft Office applications
- Graduation from high school and completion of college level courses preferred.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.
- Knowledge of water industry related terminology and procedures.

SPECIAL CERTIFICATES:

- Valid California Driver's License Class C or higher.

PHYSICAL REQUIREMENTS:

- Travel regularly by vehicle for District related duties and activities
- Operate a variety of automated office machines.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Hearing and vision within normal range.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____