



**SPECIAL DISTRICT DEPUTIZED CLERK
EXECUTIVE ADMINISTRATOR**

Position Summary:

Under general supervision this position will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety. Employee will maintain safe custody of, and assist in, the preparation, storage and retrieval of official District documents, including Board meeting agendas, ordinances, resolutions, proclamations, contacts and legal public notices. Varied, complex and technical administrative and secretarial support will be provided to the Chief Executive Officer, Board of Directors and Legal Counsel. In addition, but not limited to, manage all aspects of District's annual Grant Season, assist with District elections, prepare meeting agenda materials and draft agendas, assist auditor with annual District financial audits, track training requirements for board members and respond to public and other records requests and telephone calls.

Major Position Responsibilities (illustrative only):

To the extent needed by the District, services rendered shall include, but are not limited to:

- 1) Process all account payable(s) (“AP”);
- 2) Process all district account receivables (“AR”);
- 3) Make all bank deposits;
- 4) Manage district investment fund (“LAIF”);
- 5) Maintenance of District's AP and AR, files and records;
- 6) Prepare month-end closing reports (AP, AR, and LAIF transactions);
- 7) Prepare general ledger (“GL”) month-end journal entries;
- 8) Prepare cash (financial) management reporting;
- 9) Prepare cash and account reconciliation;

- 10) Prepare cash deposit reconciliation;
- 11) Review, process and distribute all print and electronic correspondence;
- 12) Provide assistance in the capacity as Deputy Board Secretary;
- 13) Maintain, organize and certify copies of all District records, including administrative or medical records;
- 14) Perform necessary clerical tasks to prepare and process any resolution, rule, regulation, policy or other Board decision;
- 15) Assist with year-end reports, payroll W-2's and tax disbursements;
- 16) Monitor tax disbursements for Tulare, Kings and Fresno County;
- 17) Review and monitor stored files for destruction pursuant to the records management policy;
- 18) Monitor and maintain district website compliance by providing current public information, board meeting agendas, documents and pertinent information.
- 19) Coordinate board meeting dates and locations, prepare Board meeting agendas and agenda packets, post and provide public notice and meeting agendas and documents as required by the Brown Act;
- 20) Manage and monitor annual District Grant season which includes, but is not limited to, correspondence with grant applicants; organize and track applications, update board members on application status; prepare grant binders for review process;
- 21) Assist, and perform duties assigned by Chief Executive Officer ("CEO"), all Board of Directors, committees, District's legal counsel and/or District consultants and general public;
- 22) Comply with the Health Insurance Portability and Accountability Act ("HIPPA") and annual completion of HIPPA compliance training;
- 23) Point person for maintenance, supplies, equipment, bills, and errands

24)Manage relationships with vendors, service providers, and landlord

Qualifications:

Experience

Minimum of four (4) years of experience in a secretarial position, preferably in the health care industry or with a public agency, is required.

Required Knowledge/Skills/Abilities

Excellent organizational, communication and public relations skills, including the ability to interact well with diverse groups of people, is required. Proficiency with computer systems is required, including certain web-based applications and certain Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint and/or Access. Experience using QuickBooks and/or other accounting software, as well as experience in updating and managing websites.

Education

High school diploma or equivalent is required. Associates or higher degree preferred.

Compensation:

Rate of compensation depends upon qualifications. The Board of Directors shall set all compensation.

Other:

Each new hire candidate who is offered employment must pass a physical evaluation, drug screening and pre-employment background check before starting employment.