



# GREATER VALLEJO RECREATION DISTRICT

Board of Directors  
Robert Briseno  
Gary Salvadori  
Ron C. Bowen  
Adjoa McDonald  
Rizal Aliga  
  
General Manager  
Gabriel Lanusse

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

## **Policies and Personnel Committee Directors: Salvadori and Aliga**

**Agenda  
Tuesday, October 12, 2021  
4:00pm  
Administration Office - Board Room  
395 Amador Street**

- 1. Discuss Employee Morale Challenge**
- 2. International Brotherhood of Electrical Workers (IBEW)  
Side Letter Regarding Electronic Tracking of District Fleet  
Equipment**
- 3. Policy #4060 – Committees of the Board of Directors**
- 4. Policy and RR #2020– Annual Leave, Executive Leave, and  
Compensatory Time Off**
- 5. Policy and RR #2120 – Worker’s  
Compensation/Occupational Sick Leave**
- 6. Job Description/Title Changes - Accounting Specialist,  
Accounting Assistant, Administrative Coordinator/Board  
Clerk Positions**
- 7. Policy Manual Updates and Board of Directors Request to  
Track Changes**

**Next Meeting: November 8, 2021**

### **Mission Statement:**

*Building community and enhancing quality of life through people, parks, and programs.*

Website: [www.gvrd.org](http://www.gvrd.org)

## **RE: Electronic Tracking Technology**

The purpose of this Letter of Agreement (LOA) is to provide guidelines for the use of data collected by Electronic Tracking Technology (ETT) such as, but not limited to Global Positioning System (GPS), Geo-tracking technology and other technologies of similar nature as they apply to employees in classifications covered by the Memorandum of Understanding (MOU) between the Greater Vallejo Recreation District (District) and the International Brotherhood of Electrical Workers, Local Union 1245 (Local 1245), hereinafter referred to as “the parties”.

### **DEFINITIONS**

**District Vehicle** - A District vehicle is any vehicle that is owned or leased by the District, including but not limited to trucks, cars, mowers, tractors.

**District Owned Device or Equipment** – any device or equipment owned by the District and issued to employees such as but not limited to cellular devices, personal computing devices, trailers, tablets, etcetera.

**Electronic Tracking Technology** - Electronic Tracking Technology refers to, but is not limited to, technological methods or systems used to observe, monitor, and/or collect information, including:

- Telematics
- Global Positioning System (GPS)/Geo-tracking systems
- Location-based technologies

### **UNDERSTANDING AND AGREEMENT**

The parties have met and conferred agreeing to the following terms:

The District has the management right and may, at its discretion, purchase, install and/or activate ETT on District owned vehicles and devices/equipment for the purpose of promoting efficiencies and safety of operations during regular working hours or emergency response.

Authorized District employees may be assigned District vehicles and/or devices/equipment that is equipped with ETT technology. All ETT systems will be installed on identified District owned vehicles, devices and equipment in a fair, consistent, and non-discriminatory manner. The installation and/or in-use status of any ETT systems must be recorded in the District’s asset management database for management purposes.

The District shall endeavor to inform the Local 1245 Business Representative and any employee(s) covered by this LOA in writing at least thirty (30) days, but in no case less than five (5) business days in advance of its intent to:

- Issue new District owned vehicles and/or equipment that have ETT installed, whether activated or deactivated.
- Install or activate any ETT on existing (previously issued) District owned vehicles, and/or devices/equipment, whether activated or deactivated.
- Pilot, adopt, install or implement any programs or applications that exist or will be installed on District owned vehicles devices or equipment that possess ETT capabilities, notwithstanding the District's intent to utilize or bypass any ETT capabilities.
- Activate any previously installed ETT system's data gathering functionalities.

District vehicles fitted with ETT systems must have a label advising the driver of the presence of an ETT device. The label must be clear and employees will be told where on the vehicle they can be found.

The District will not ask or require that any employee covered by this LOA install, activate and use any third party ETT systems/applications or to turn on any existing ETT functions for District purposes on any personally owned vehicles, devices or equipment.

### **Use of Data**

Information obtained through ETT systems will be used primarily for safety and operational efficiencies. The release of any ETT data must be authorized by the District General Manager or authorized designee.

Any data obtained from District ETT will not be a substitute for just cause with regards to employee disciplinary actions. Such data will not be used as the sole source of evidence to support any disciplinary action. Employees must understand that should just cause exist to investigate any matters involving employees in conjunction with the use of district property equipped with ETT, such data may be accessed and considered.

All persons with authorized access to the data collected by any District ETT system(s) are responsible for the security of such information. It is understood that if any District personnel are found to have accessed or misused ETT data either without authorization or improperly applied according to this LOA or any applicable codes, laws and statutes, they may be subject to disciplinary action.

### **Tampering with District ETT systems**

Any employee using District vehicle or equipment outfitted with ETT systems shall not tamper with the GPS or related equipment. Such tampering is cause for disciplinary action.

The parties may agree to incorporate this LOA into the MOU during the next round of general negotiations as a new article/section, however either party may cancel this agreement by providing thirty (30) day's written notice.

For the District: \_\_\_\_\_ Date: \_\_\_\_\_

Gabriel Lanusse, General Manager  
Greater Vallejo Recreation District

For Local 1245: \_\_\_\_\_ Date: \_\_\_\_\_

Janval Macor, Sr Business Representative  
IBEW Local 1245

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# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors  
POLICY NUMBER: 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. **The Chair of each committee will be based on seniority of member. If both members began their appointments at the same time, the Board Chairperson will designate the Committee Chair. The Finance Committee will be comprised of the following members: the Board Chair and the newest member of the Board of Directors.** In addition, the Board chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such **ad hoc** committees as may be deemed necessary or advisable by ~~themselves~~ and/or the Board. **The Board Chairperson shall appoint a chairperson to the ad hoc committee.** The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

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The General Manager shall be an ex-officio member of all committees. **The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.**

The Board's standing committees will meet on an as needed basis and may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report. **Minutes will be taken by GVRD staff, submitted to the Chair of the committee (or acting Chair) for their approval. Once the**

committee member approves the draft minutes, they will send the minutes to the Board Clerk, or designee, to be included in the Board Agenda, for board approval.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner

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#### **The Board's standing Budget and Finance Committee**

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

#### **The Board's standing Facility and Development Committee**

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities and short and long-range capital improvement plans.

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#### **The Board's standing Policies and Personnel Committee**

This committee shall study and recommend the compensation and welfare of District Staff. This committee shall include a meet and confer with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

#### **The Board's standing Publicity, Program and Community Relations Committee**

This committee shall study and recommend all District recreational programs and policies regarding public affairs and community outreach to include co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

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**The Chairperson shall appoint members to the City's Interagency Committee  
New committees shall be created by board approval when deemed necessary.**

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

**POLICY NUMBER:** 2020

### Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of **forty five (45) days which is not more than three hundred sixty, 360** hours. At termination of employment for any

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Approved 3/8/2007

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Revised 6/26/2008

Electronic Copy Created 06/22/2021

reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.

#### Compensatory Time Off

Compensatory time off (CTO) may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. Compensatory time must be used within forty-five (45) calendar days of being earned. If CTO is not used within the allotted time, then GVRD will cash out the CTO time that has only exceeded the forty-five (45) day calendar time frame. Additionally, any unused accrued CTO will be cashed out at the appropriate rate in the first pay period of June each calendar year. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest.

If an employee is promoted to an exempt-level position, their compensatory time will be paid out at the time of promotion. If the employee later demotes or transfers back into a non-exempt level position, they will restart any compensatory time accrual.

#### Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	14 days (112 hours)
All other exempt positions	10 days (80 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

#### Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance and the Catastrophic Leave Bank may also provide additional assistance for serious long term health issues.

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Leave without pay should only be requested for emergency situations when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation, floating or holiday leave available. Any leave without pay must be pre-approved by the General Manager.

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Approved 3/8/2007

Revised 6/26/2008

Electronic Copy Created 06/22/2021

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday  
Rule and Regulation: RR2020

Employees requesting time off shall submit a leave slip or electronic leave request to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

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Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip electronic or on paper, shall be returned to the employee with the reason for refusal noted on the leave slip request. Once approved, the original leave slip will be returned to the employees to be included with the employee's timesheet submitted to payroll each pay period. Employees should also keep copies of any leave slips should they choose. Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

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If an employee needs to take an unplanned day off, the employee shall notify (by phone call or other district approved electronic communications) their immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. However, if the employee is unable to communicate directly to their supervisor, the employee shall notify the department head during business hours. Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

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Any employee that has exhausted all annual leave, sick leave, compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave for emergency situations. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation may be considered as having voluntarily resigned from the district.

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Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.

# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Workers' Compensation/Occupational Sick Leave  
POLICY NUMBER: 2120

### Worker's Compensation

The District, in accordance with the California Labor Code, shall provide workers' compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers' compensation insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits. Entitlement to workers' compensation benefits is controlled by applicable law, and as detailed in the District's Illness and Injury Prevention Plan, employees are required to immediately report all work-related accidents, injuries and illnesses.

▼ The District is self-insured and works through a Third Party Administrator for the processing of workers' compensation claims. Medical treatment is contracted through a health care provider network. Employees who are injured in a work related injury will be referred to the contracted provider for initial treatment.

### Paid Leave

There will sometimes be cases wherein an employee injured in the line of duty is unable to perform the duties of their job, after consultation with the Third Party Administrator and authorization of the General Manager. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed one (1) month. Annual leave and sick leave will accrue unless an employee has exhausted all of their Sick Leave, Annual Leave, Compensatory Time Off, and Executive Leave (should that be available to the employee). Step increases and other increases shall not be given to employees while receiving workers compensation benefits. For the first month of incapacitation, employee leave shall not be charged against an employee placed off duty due to an injury sustained in the line of duty. Employees can use their accrued time off (Sick Leave, Annual Leave, Compensatory Time Off, and Executive Leave) after that initial month of incapacitation to integrate with Workers Compensation benefits to remain on full pay until or unless the employee exhausts all accrued time off.

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Occupational sick leave for employees injured in the line of duty shall be authorized when the General Manager, after consultation with the Third Party Administrator, determines that the employee is unable to perform his/her normal job duties. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed six (6) months. Annual leave and sick leave will not accrue and step increases or other increases shall not be given to employees while receiving workers' compensation benefits. Employee sick leave shall not be charged against an employee off duty for occupational sick leave.¶

**Eligibility**

This policy applies to all employees who experience an injury or illness that arises out of the course and scope of employment.

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# Greater Vallejo Recreation District

## Rules and Regulations

POLICY NUMBER/TITLE: 2120 Workers' Compensation/Occupational Sick Leave  
Rule and Regulation: RR2120 Good Faith Interactive Process

### Procedures for Implementing the Good-faith Interactive Process

If an employee has been injured on the job and has missed work due to injury;

1. The injured employee may not return to work without a release from his/her physician stating that he/she can work without restrictions.
2. If the employee's physician releases the employee to work with restrictions, the following will provide the guideline;
  - A) The employee shall meet with their Supervisor, Department Head, and/or Human Resources, to discuss those restrictions;
  - B) Human Resources shall review those restrictions with the Supervisor and Department Head, in relation to the essential functions and the usual duties of the employees job;
  - C) Human Resources will then meet with the General Manager and present a recommendation on the employees' ability to perform those usual duties of his/her job, with the restrictions placed by the physician. The General Manager may consult with the employee's supervisor prior to making the decision;
  - D) If it is determined that the employee can perform the duties, with the restrictions, then the employee may return to work;
  - E) If it is determined that the employee cannot perform the usual duties with restrictions, then Human Resources will discuss other vacant positions or other work that may be available for the employee, with the General Manager. This evaluation will include reasonable accommodations that may be made, allowing the employee to resume work.
  - F) After meeting with the employee the General Manager will determine whether to accommodate restrictions or assign the employee to an equivalent vacant position the employee is qualified to perform. The District shall provide reasonable accommodations as needed, or a lower graded position if available, or may temporarily assign tasks the employee will be able to perform while recovering;
  - G) If after conferring with the employee, and the General Manger determines that the District cannot accommodate the restrictions, then once the employees condition improves and restrictions are lessened or removed, then the General Manger will again review as outlined above;
  - H) If the General Manager determines that the restrictions can be accommodated, then the employee will return to work on the date allowed by his/her physician provided a signed work release is received by the District prior to or on the first day of work.

I) If the employee refuses work offered to him/her that he/she can do within the restrictions outlined by the physician, then the employee will be considered as if he/she has abandoned his/her position and may be terminated.

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# GREATER VALLEJO RECREATION DISTRICT

## ACCOUNTING CLERK II Range 52S

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### GENERAL SUMMARY

Under direction, this position is responsible for processing payroll, performing bank reconciliations, making retirement contributions on behalf of the District, and completing various other financial-related functions (such as preparing tax reports, administering the CalCard program). Areas of responsibility include, but are not limited to, performing complex and professional accounting, financial reporting, cash management, and grant and fund oversight. Manages accounting systems; hires, trains, evaluates, and supervises part-time staff, volunteers, and interns, and performs related work as required. Performance requires the use of independence, initiative, and discretion. Provides support in accounting, payroll and personnel areas including performing responsible and varied work in the accounting, financial and personnel functions of the District.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff, and the Finance Director. This position would step in as the Acting Finance Director if needed. Position has no responsibility for the direction or supervision of full-time staff but may have responsibility for the direction or supervision of PT staff, volunteers, or interns. Additionally, as needed, position will step in as Acting Finance Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Maintains payroll operations, information, and records by following District policies and procedures; collecting data and recording the data in the personnel files as well as the payroll data files in the computer. Reports needed changes to appropriate supervisors and staff members.
- Maintains employee confidential information and protects financial security by following internal accounting controls and record retention.
- Provides payroll information and reports by compiling summaries of earnings and withholding as required by State and Federal laws. Answers questions and requests for information.

## **GREATER VALLEJO RECREATION DISTRICT**

### **ACCOUNTING CLERK II Range 52S**

- Processes invoices and refunds by verifying transaction information; gathering and sorting documents and related information; obtaining proper authorization for payments and refunds.
- Resolves account discrepancies by collecting and analyzing information, reconciling statements and account transactions.
- Collects and records revenue by verifying transaction information and inputting data in accounting systems; reconciling cash balances; preparing and mailing accounts receivable invoices.
- Assists Finance Director in preparation of monthly financial statements and budgeting as required.
- Assists Finance Director with various projects as required.
- Maintains professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.
- Processes payroll, including entering new employees and changes to existing employees and information received from Human Resources. Processes direct deposit payments and federal employment tax payments.
- Processes payments for state employment taxes, deferred compensation contributions, union dues, medical insurance premiums, court ordered garnishments, etc. Processes payroll checks as needed for terminations, errors, late timesheets, etc. Calculates retroactive pay and benefits, as needed.
- Provides reports to employees and staff, including pay stubs, history reports, and leave balance reports.
- Provides employment verification, as needed.
- Implements periodic changes to benefits and pay. Calculates and updates full time pay tables and calculates employee costs for medical insurance as directed. Updates payroll deductions accordingly.
- Creates and e-files quarterly employee tax reports for federal and state employment taxes. Distributes and/or mails W-2's to staff.
- Reconciles monthly bank statements. Identifies errors and makes corrections.
- Works with Finance Director and Auditor to determine what reports and/or documents are needed for the annual audit. Provides documents and answers questions during audit process.
- Oversees and supervises the activities of part-time staff, volunteers, and interns; selects, assigns, trains, directs, schedules, and monitors part-time staff, volunteer, and intern duties; evaluates employee performance and initiates disciplinary actions when needed.
- Responsible for the appropriate training and assistance to employees in assigned areas of responsibility; plans and conducts in-service training

## GREATER VALLEJO RECREATION DISTRICT

### ACCOUNTING CLERK II Range 52S

- programs; structures the evaluation and professional development of part-time staff, volunteers, and interns to ensure a high performing team.
- Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records, including general ledger accounts and fixed assets reports; prepares or directs the preparation of records and reports for submission to various regulatory and other government agencies.
  - Performs accounting, financial, and budgetary document processing, document review, and program support work; monitors and reconciles a variety of accounts, ledgers, reports, and schedules, including bank accounts and District funds, capital and non-capital District inventory, and deferred revenue schedule.
  - Responsible for managing payroll, and cross trained on accounts payable and accounts receivable; monitors and maintains information received from interface systems; coordinates with vendors and internal support and customers to ensure optimal system operations.
  - Works collaboratively with other departments; confers regularly with mid-level managers, department heads, and colleagues in other departments.
  - Serves as District representative with external organizations.
  - Assists in developing and implementing policies, procedures, and staff training as needed for related payroll, accounting, and finance functions.
  - Establishes and maintains internal control procedures and ensures that accounting standards are met.
  - Performs administrative tasks such as attending and scheduling meetings, preparing reports, and maintaining records.
  - Assist with District special events as needed.
  - Performs other related duties as assigned.

#### **HUMAN COLLABORATION & JOB IMPACT**

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.



# GREATER VALLEJO RECREATION DISTRICT

## ACCOUNTING CLERK II Range 52S

### FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within the department or assigned area(s) of responsibility.*

- Position has moderate fiscal responsibility. Assists in the responsibility for the billing, collection and/or accounting of funds. Assists in the responsibility for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

High School diploma or G.E.D. equivalency and two years of relevant experience.

Or

High School Diploma and Two years from accredited college with major course work in Accounting or Finance. Associate degree, or higher degree is preferred.

Or

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

#### Other Skills and Abilities:

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

#### Required Licenses or Certifications

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- English grammar, spelling, and punctuation.
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Accounting procedures
- Payroll laws and Finance Department procedures
- Principles of business letter writing and report preparation
- Accounting software
- Auditing process

## **GREATER VALLEJO RECREATION DISTRICT**

### **ACCOUNTING CLERK II Range 52S**

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating account functions
- Principles and practices of part-time staff, volunteer, and intern supervision and leadership, including work planning, assignment review, evaluation, discipline, and training
- Principles and practices of budget development, administration, and accountability
- Principles and practices of public agency accounting and finance, including general and governmental accounting, auditing, and reporting functions
- Relevant rules, regulations, policies, and procedures
- Principles and practices for providing high-level of customer service
- Relevant occupational hazards and standard safety practices
- Modern office practices, methods, and computer equipment and applications.
- Knowledge of principles and practices of accounting, financial record keeping and reporting.
- Experienced in payroll preparation and reporting.
- Experienced in use of computerized accounting systems.
- Ability to communicate effectively.

#### **Skill in:**

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Leadership

#### **Ability to:**

- Plan, organize, administer, coordinate, review evaluate, and participate in comprehensive public agency accounting functions
- Effectively provide leadership and work direction to part-time staff, volunteer, and intern
- Plan and develop policies and procedures.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials
- Maintains confidentiality
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information

## GREATER VALLEJO RECREATION DISTRICT

### ACCOUNTING CLERK II Range 52S

- Understand, interpret, and apply all relevant laws, codes, regulations, policies, and procedures
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate options, and recommend/implement appropriate course of action
- Speak effectively in public
- Communicate clearly and concisely, both orally and in writing.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform accounting clerical work requiring use of independent judgment and initiative
- Maintain accurate and comprehensive records
- Determine total amount of taxes, federal and state, paid during the quarter
- Read and comprehend English effectively and use to communicate in person, over the phone, and in writing
- Ability to perform varied accounting functions requiring use of independent judgment and initiative

#### WORK ENVIRONMENT/CONDITIONS

##### **Position Type/Expected Hours of Work:**

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

##### **Work Conditions and Physical Demands:**

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**GREATER VALLEJO RECREATION DISTRICT**

**ACCOUNTING CLERK II  
Range 52S**

**Environmental Conditions:**

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
<b>Exposures</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		

**GREATER VALLEJO RECREATION DISTRICT**

**ACCOUNTING CLERK II  
Range 52S**

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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**TRAVEL**

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

**EEO STATEMENT**

GVRD is an equal opportunity employer.

**ADA Compliance:**

The district will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

**FLSA:**        **Non-exempt**

**ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employees(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (print)\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# GREATER VALLEJO RECREATION DISTRICT

## ACCOUNTING CLERK I Range 43S

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### GENERAL SUMMARY

Under the general supervision of the Finance Director and higher level supervisory staff, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and process of accounting records and transactions, including accounts payable and accounts receivable; balances and maintains manual and computerized accounting and financial records; position is responsible for processing invoices, responding to vendor billing questions, receiving, verifying and depositing money for the District, and recording revenue in accounting software; provides customer service in person and over the phone, cashiering duties and a variety of accounting clerical tasks relative to assigned area of responsibility, and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Finance Director and higher-level supervisory staff. Position has no responsibility for the direction or supervision of full-time staff but may have responsibility for the direction or supervision of PT staff, volunteers, or interns.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Prepares all district invoices for payment. Pays invoices and refunds by verifying transaction information, gathering, and sorting documents and related information, and obtaining proper authorization for payments and refunds.
- Reconciles vendor statements, resolves discrepancies, and communicates with vendors regarding invoices and payments. Resolves account discrepancies by collecting and analyzing information.
- Retrieves cash from drop safe and distributes cash bags to Administration Support. Enters cash receipts data into the accounting system.
- Gathers statements, and verifies receipts, authorization, and proper coding to ensure timely payment of monthly billing for CalCard

## **GREATER VALLEJO RECREATION DISTRICT**

### **ACCOUNTING CLERK I**

#### **Range 43S**

Program. Resolves discrepancies and fraud issues.

- Completes employment verifications.
- Processes State Board of Equalization report online annually.
- Prepares and processes journal entries for account transfers.
- Processes annual 1099 forms.
- Assists in yearly District audits. Provides requested documentation and answers questions.
- Assists the higher-level supervisory staff with tasks as needed, including but not limited to payroll preparation.
- Maintains filing systems for Finance Department.
- Contributes to team effort by accomplishing related results as needed.
- Performs a variety of routine to complex technical and administrative accounting support duties related to accounts receivable, accounts payable, cash management and banking, and department-specific technical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized accounting and financial records according to established policies and procedures.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports and reconciles accounts.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the area of assignment.
- Maintains a variety of ledgers, registers, and journals according to established records, changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports.
- Performs general office support duties, such as opening and routing mail and deliveries; preparing correspondence; filing and recordkeeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Assists supervisor with special projects as required.
- Works collaboratively with internal and external customers.
- Assists with District special events as needed when directed by Finance Director.
- Reconciles the payroll bank account statement monthly.
- Answers phone and assists customers with various issues. Provides various reports for staff/coworkers. Provides reports to the Finance Director for monthly financials.
- Performs other duties as assigned.



# GREATER VALLEJO RECREATION DISTRICT

## ACCOUNTING CLERK I Range 43S

### HUMAN COLLABORATION AND JOB IMPACT

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

### FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### **Required Education and Experience**

High School diploma or G.E.D. equivalency and two years of relevant experience.

Or

High School Diploma and Two years from accredited college with major course work in Accounting or Finance.

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### **Other Skills and Abilities:**

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

#### **Required Licenses or Certifications**

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification



# GREATER VALLEJO RECREATION DISTRICT

## ACCOUNTING CLERK I Range 43S

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Computer operations related to Accounting
- Principles of business letter writing and report preparation.
- Operations and services of finance and accounting.
- Purchasing authorization limits and authorized purchases.
- General Ledger, Accounts Payable, Payroll, Bank Reconciliation, and other Accounting related software products used by the District
- Terminology and practices of financial and accounting document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Principles and practices of providing a high level of customer service.
- Principles and practices of basic bookkeeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

#### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

#### Ability to:

- Read and comprehend a variety of instructions, short correspondence, and memos.
- Effectively present information to individuals and small groups.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Solve practical problems and deal with a variety of situations.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.

## GREATER VALLEJO RECREATION DISTRICT

### ACCOUNTING CLERK I

#### Range 43S

- Compose correspondence and reports independently or from brief instructions.
- Maintain confidentiality.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking of systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer services skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the phone, and in writing.

### WORK ENVIRONMENT/CONDITIONS

#### **Position Type/Expected Hours of Work:**

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

#### **Work Conditions and Physical Demands:**

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

#### **Environmental Conditions:**

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

**GREATER VALLEJO RECREATION DISTRICT**

**ACCOUNTING CLERK I  
Range 43S**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
<b>Exposures</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

**TRAVEL**

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

**GREATER VALLEJO RECREATION DISTRICT**

**ACCOUNTING CLERK I  
Range 43S**

**EEO STATEMENT**

GVRD is an equal opportunity employer.

**ADA Compliance:**

The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

**FLSA:        *Non-exempt***

**ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## GENERAL SUMMARY

This position is responsible for coordinating board functions (such as agenda preparation, transcription of minutes, etc.), administering contracts, providing administrative support to the General Manager, and supervising administrative staff.

Under the direction of the General Manager, the Assistant to the General Manager/Board Clerk provides complex and confidential support to the General Manager by performing a variety of sensitive, analytical, and highly responsible administrative and clerical support work. The Board Clerk is responsible for Board Meeting agenda preparation, records management, coordinating assigned activities with other departments and outside agencies, recording and transcription of minutes at Board of Director meetings, and coordinating collection of committee meeting minutes from appropriate staff. The position may supervise other administrative/clerical staff and provide support to other management staff.

## SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the General Manager. Work requires supervising and monitoring performance of designated staff including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. This may include part-time staff, volunteers, and/or interns.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Serve as the Clerk to the Board of Directors responsible for preparation and publication of the Board agenda and related materials and recording of official proceedings and related documents in compliance with the Brown Act; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors; directs the research, coordination, and compilation of records in response to public and District staff inquiries.

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

- Conduct Conflict of Interest, Brown Act, and Ethics Orientation and other related training sessions for Directors and select Staff. May coordinate, schedule, process, and confirm staff or Board of Directors travel arrangements. Coordinates and maintains multiple calendars and schedules meetings and appointments for the General Manager; coordinates conference/travel arrangements for General Manager and Board of Directors.
- Act as liaison and first point of contact for General Manager and Board of Directors between District staff, government entities, outside agencies and the public.
- Track and schedule items for consideration by the Board of Directors and Board committees; prepares agendas, meeting materials, minutes, and resolutions; coordinates meeting arrangements, including set-up, and audio/visual equipment.
- Perform administrative support functions for the Board of Directors by: developing annual and monthly schedules of meetings and activities; making conference and travel arrangements; ensuring compliance with training and reporting requirements for public officials; and assisting with the orientation of new Directors and handling the associated administrative details.
- Compose, type, and edit a variety of documents, including detailed and often confidential correspondence and reports to the Board of Directors; proofread materials for accuracy, completeness, compliance with departmental policies, format and English usage, including grammar, punctuation, and spelling.
- Coordinate Board of Director appointments with City and County agencies.
- Research records and information to prepare reports and provide information to the General Manager, Board of Directors, Legal Counsel, and staff.
- Assist with the planning of District special events as needed.
- Evaluate office and administrative functions and recommend changes in office processes
- Process and track Public Records Act requests.
- Research analyzes, and compile information to prepare or assist with reports, handling of complaints or resolution of problems. Conducts Legislative research on a variety of issues pertaining to District business.
- Compose correspondence for the General Manager on his/her own initiative or from general instructions. Formats and types a variety of executive, sensitive, confidential, official and/or legal letters, documents, and contracts.
- Supervise the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

- Perform and/or assist with the more difficult and high-level tasks of the administrative functions of the District and performs quality control activities.
- Work with General Manager/Management Staff and Legal Counsel to prepare contracts for the district. Ensures liability insurance is up to date for all organizations/contractors.
- Provide administrative support to the General Manager.
- Review work for completeness, accuracy, and compliance within District operating procedures, schedule meetings.
- May serve as lead on special projects.
- Act as liaison between General Manager and designated contractors.
- Oversee changes to website as requested.
- Maintain filing and information storage system. Coordinates and updates the record retention schedule.
- Build and maintains positive working relations with co-workers, other District employees, outside agencies and the public using principals of good customer service.
- Perform related work as required.

### **HUMAN COLLABORATION & JOB IMPACT**

*This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

# Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

## FISCAL RESPONSIBILITY

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

Position has major fiscal responsibility. Is responsible for assisting in processing expenses from multiple departments, processing invoices from vendors who assist admin., and assisting in the development of the GVRD budget with the General Manager and department heads when requested. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

## MINIMUM QUALIFICATIONS

### Required Education and Experience

Associate degree or two (2) years of College in Business, Computer Science, Public Administration or a related field

and

Minimum 4 years' experience in an executive support position

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California Special District Association Board Clerk Certificate, must obtain within 12 months, dependent on conference date
- Driver's License

### Desirable Licenses or Certifications

- California City Clerks Association Membership
- International Institute of Municipal Clerks Membership
- Possession a California Municipal Clerk certificate.



## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Professional office etiquette with excellent grammar, spelling, and writing skills; proper phone manners, and customer service skills
- Principles and practices of basic budgeting
- Modern office procedures, methods and computer equipment, including applicable software
- Principles, practices and procedures of Clerk functions and requirements of municipal government operations and organizations
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, and Regulations of the California Fair Political Practices Commission.
- Automated and manual filing systems;
- Administrative procedures affecting inventory and purchasing
- Principles and practices of inventory and purchasing management
- Website manipulation
- Record retention schedule
- Principles and practices of employee supervision
- Organization and function of public agencies, including the role of an appointed Board of Directors.
- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and procedures of recordkeeping and reporting
- English usage, grammar, spelling, vocabulary, and punctuation; business letter writing and standard formats for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively navigating the Board of Directors, public, vendors, contractors, and District staff.

#### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

- Advanced level skills in office technology and computer applications especially Microsoft Office Suite, including Word, Excel, Outlook, and Power Point.
- Contract and document preparation

### **Ability to:**

- Meet schedules and deadlines of the work
- Understand and communicate oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform responsible and difficult administrative tasks involving the use of independent judgment and personal initiative
- Organize and schedule priorities in the office
- Maintain clear and accurate records and filing system
  
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Use tact, initiative, prudence, and independent judgement withing general policy and legal guidelines in politically sensitive situations
- Interpret, apply, explain, and ensure compliance with applicable laws, rules, regulations, policies and procedures, as well as complex administrative and departmental policies and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Perform high level administrative tasks, including retrieving computer data, with accuracy and efficiency
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Compose correspondence and reports independently or from brief instruction
- Understand and carry out complex oral and written directions
- Research, analyze, and summarize data and prepare accurate and logical written reports
- Train, plan, organize, schedule, and assign the work of assigned staff and/or volunteers
- Establish, maintain, and foster positive and effective working relationships with those

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

- Prepare contract documentation

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	X		

### WORKING CONDITIONS & PHYSICAL DEMANDS

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a salaried full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Board meetings, Board trainings, and after hour meetings attendance is required. Incumbents may also be assigned a temporary irregular work schedule, including weekends, early mornings, evenings, and holidays.

**TRAVEL:** May be required to travel by car to City, County, and State offices, and off GVRD sites on occasion. May also require travel to trainings, conferences, and educational opportunities.

### **WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)**

This position does not require security clearance.

### **EEO STATEMENT**

GVRD is an equal opportunity employer.

### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as*

## Greater Vallejo Recreation District Job Description

<b>Classification Title</b>	Assistant to the General Manager/Board Clerk
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Salary Grade</b>	
<b>Reports To</b>	

*necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Date created</b>	12/8/2020
<b>Dates revised</b>	