

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
GENERAL MANAGER / SECRETARY AND TREASURER  
JOB DUTIES AND RESPONSIBILITIES

GENERAL MANAGER:

1. Essential Functions.
  - A. Develop, schedule, implement and monitor all tasks necessary for efficient operation of the District.
  - B. Supervise and direct all District employees.
  - C. Communicate with the Board of Directors on District operations via monthly reports.
  - D. Oversee all purchases with provisional input from the Board of Directors.
  - E. Authorize all emergency purchases.
  - F. Authorize non-emergency expenditures up to \$1,000.00.
  - G. Oversee and supervise preparation of District Budget.
  - H. Manage District resources and finances within amounts budgeted by the Board.
  - I. Maintain consistent and regular attendance of board meetings.
  - J. Administer the District in a fiscally, operationally, legally and managerially sound manner.
  - K. Oversee continuing education/training programs and make sure money is budgeted for all employees. (Place training certifications in employee file.)
  - L. Work effectively with CPA, attorney, engineers, contractors and other District consultants.
  - M. Operate the following equipment: phone, 10 key calculator, computer, copy/fax machine.

SECRETARY-MEETING PREPARATION:

2. Post agenda 72 hours prior to meeting on the community bulletin board. Copies should be delivered to the Board members, Fire Chief, Water Manager and newspaper reporter 72 hours prior as well.
3. The agenda should include the following:
  - A. Call to order.
  - B. Pledge of Allegiance.
  - C. Approval of agenda.
  - D. Business from the Floor.
  - E. Approval of regular meeting minutes.
  - F. Delinquents.
  - G. Review financial report.
  - H. Motion to pay invoices and payroll.
  - I. Monthly reports from Fire Chief and Water Manager.
  - J. Communications.
  - K. Information items.
  - L. Action items.
  - M. Matters initiated by the Board of Directors.
  - N. Motion to adjourn regular meeting.

BOARD OF DIRECTORS PACKET TO INCLUDE:

- A. Agenda.
  - B. Minutes from previous regular meeting.
  - C. Expenditure Report. (Preliminary)
  - D. Copies of correspondence of any importance.
4. AT MEETING:
- A. Take notes for minutes.
  - B. Record each meeting; maintain recordings for a minimum of 30 days.
  - C. Read correspondence.
5. AFTER MEETING:
- A. Type minutes and post on the Fire Hall Bulletin Board within five days of the meeting.
  - B. Bring or mail, one copy of expenditure sheet and payable invoices with supporting back up to Lassen County Auditor's office.
6. MONTHLY BOOKKEEPING:
- A. Receive checks, cash and/or money order, stamp the back and enter payments into QuickBooks by name, check number and amount; keep all adding machine tapes to balance for auditors.
  - B. Enter cash disbursements in QuickBooks in appropriate account titles; then post.
7. SALES JOURNAL:
- A. Sale journals should be prepared quarterly after billing.
  - B. Account receivables journal should be ran monthly after posting of checks and cash payments.
8. LEDGER:
- A. At the end of the fiscal year, independent auditor will take care of all other processes and upon return of their figures, adjustments are made and books closed. Copies of the completed audit will be sent to the State Controller's Office.
9. BUDGET:
- A. Budget should be started in March.
  - B. Present to the Board of Directors in May to be reviewed and tentatively approved with any changes.
  - C. After Board approval post budget for inspection by the public. Final approval will be at the July meeting.
  - D. Post in the Westwood Pine Press newspaper each week for one month (after final approval.)
  - E. Prepare final copies for July meeting.
  - F. Prepare Resolution setting Tax Limitation for District's fiscal year for Director's signatures and approval. Run notice in Westwood Pine Press newspaper.

TREASURER:

10. Secretary will be responsible for all official correspondence.
- A. Obtain copies of all invoices and backup.
  - B. One set to Auditors office (original) with stamped envelopes.
  - C. One set (copies) for our files.
  - D. Type Expenditure Report, and make copies: one per Director, one to Auditor, one for secretary's file, one to Fire Chief and one to Water Manager. (9 total)
  - E. Three directors must sign warrants. When warrants are returned from the Auditors office, enter into QuickBooks with check numbers and account titles.

X Nicolette Moroney  
Employee Name (Please print)

X Nicolette Moroney  
Employee Signature

3-15-19  
Date Signed