

**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION NO. 28-2016**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, ADOPTING A NEW JOB DESCRIPTION FOR ADMINISTRATIVE ANALYST AND AMENDING EXISTING JOB DESCRIPTIONS FOR OFFICE MANAGER AND BILLING CLERK.**

**WHEREAS,** The Board of Commissioners desires to adopt the job description, attached hereto and incorporated herein as Exhibit A, for the position of Administrative Analyst; and

**WHEREAS,** The Board of Commissioners desires to amend the job description for the position of Office Manager, attached hereto and incorporated herein as Exhibit B; and

**WHEREAS,** The Board of Commissioners desires to amend the job description for the position of Billing Clerk, attached hereto and incorporated herein as Exhibit C.

**NOW, THEREFORE, THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS DOES HEREBY RESOLVE TO,**

**SECTION 1** That the job description for the position of Administrative Analyst, attached hereto and incorporated herein as Exhibit A, is hereby adopted.

**SECTION 2** That the job description for the position of Office Manager, attached hereto and incorporated herein as Exhibit B, is hereby amended.

**SECTION 3** That the job description for the position of Billing Clerk, attached hereto and incorporated herein as Exhibit C, is hereby amended.

**ADOPTED** by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 21<sup>st</sup> day of November, 2017.

---

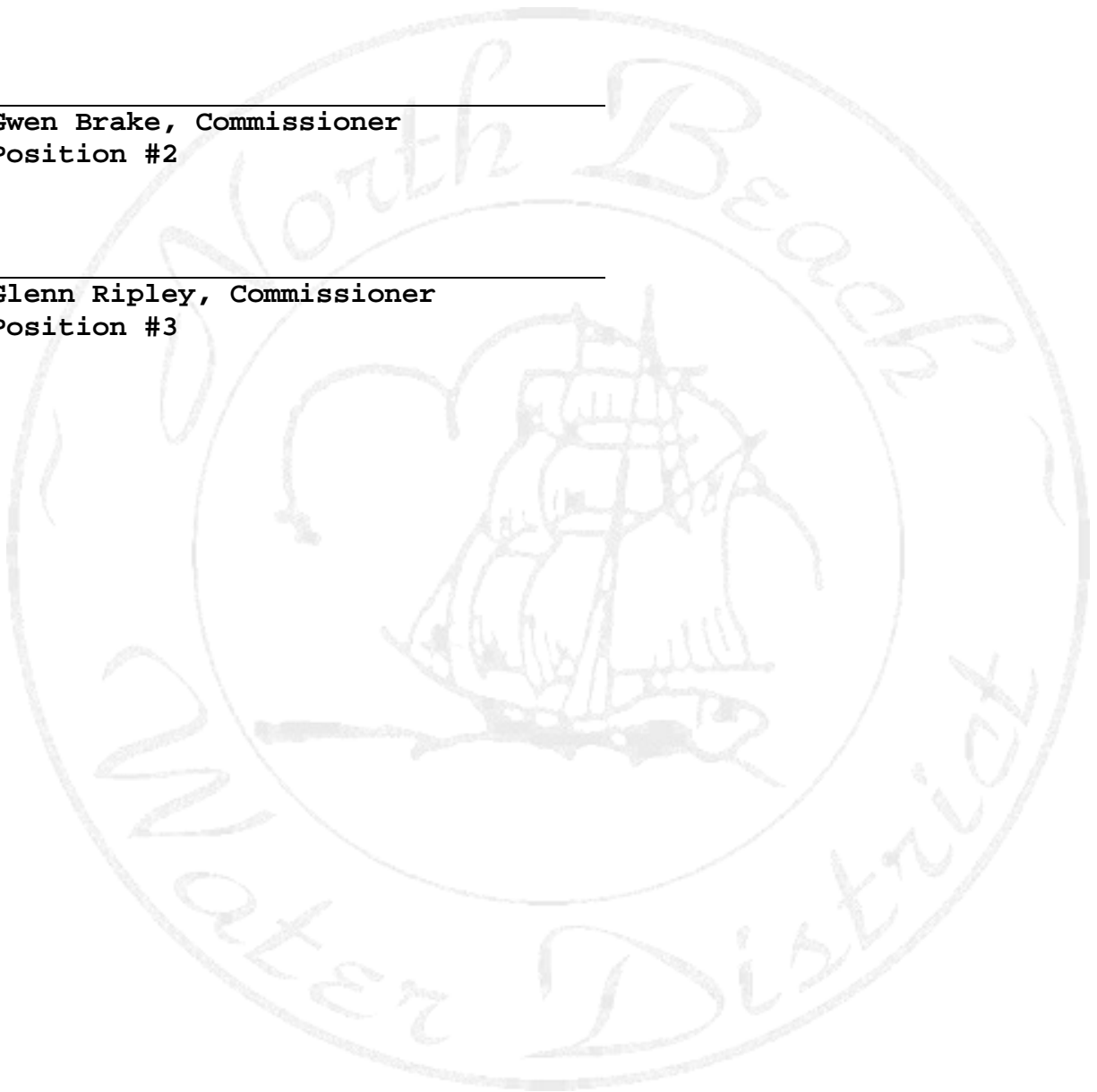
Brian Sheldon, Commissioner  
Position #1

---

Gwen Brake, Commissioner  
Position #2

---

Glenn Ripley, Commissioner  
Position #3



**EXHIBIT "A"**

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**ADMINISTRATIVE ANALYST**

DEFINITION

Assist management by providing a wide variety of administrative, professional, and analytical support as assigned by the General Manager. In addition, this position will include some field or operational activities.

JOB RESPONSIBILITIES:

(May not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Provide support to managers in areas such as cross connection control program; GIS mapping program; accounting, billing, filing, data entry; and customer service and account collection activities; customer service; field service work orders; complies with all safety standards as they pertain to equipment and facility operations; accomplish assigned duties using safe work practices; answer customer service calls; performs other duties as assigned.

TYPICAL DUTIES:

- Provide project administrative and analytical support to management.
- Participate in the research, development, recommendation and implementation of operational and administrative programs, policies and procedures.
- Participate in, perform and may oversee the data collection compilation, coordination and organization of budget documentation.
- Conduct research and collect, compile and analyze information from various sources on a variety of topics.
- Prepare periodic and special reports and analyses of operations for management.
- Communicates with and responds to a variety of inquiries from employees, government agencies, ratepayers, and the public.
- Maintain customer account records.
- Compilation and entry of meter reading information into billing system.
- Collection and posting of customer bills
- Posting of late penalties and related notices.
- Perform general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval.

OCCASIONAL DUTIES:

- Work with the maintenance and operational crews to include but not be limited to: flagging, excavation & backfill, replacement/maintenance/installation of infrastructure, landscape maintenance, cleaning.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Principles and practices of public and/or business administration; principals of budget administration; methods of research, program analysis and report preparation; principles and practices of policy and procedure development; office procedures and business writing skills; use of computer software programs used to store data and prepare reports, spreadsheets, graphs, and informational displays; mathematics, statistics and statistical analysis; pertinent federal, state and local laws codes and regulations; data collection, analysis and interpretation.

##### Ability to:

Apply the principles of public administration; work independently under limited or no supervision, exercise independent judgement, and use initiative; analyze, interpret and effectively apply pertinent policies, procedures, regulations, and contract provisions; maintain strict confidentiality, effectively handle multiple assignments and maintain attention attention to detail while working under varying deadlines; read, analyze, evaluate and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment and other human resource materials; conduct studies and analyses for assigned functional areas; perform statistical analysis; obtain information through interview; effectively operate a personal computer and standard office equipment; proficiently utilize stand software programs including word processing and spreadsheet applications; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work; perform the essential duties of the job without causing harm to self or others.

##### Education and Experience:

Bachelor's Degree from an accredited college or university in public administration, business administration or a field acceptable to the District.

##### License:

Possession of an appropriate Washington driver's license with satisfactory driving record as determined by the District.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2017

Tier	Hourly Wage Rate
1	\$14.10
2	\$14.59
3	\$15.10
4	\$15.63
5	\$16.18
6	\$16.91

Tier	Hourly Wage Rate
7	\$17.50
8	\$18.11
9	\$18.75
10	\$19.40
11	\$20.08
12	\$20.99

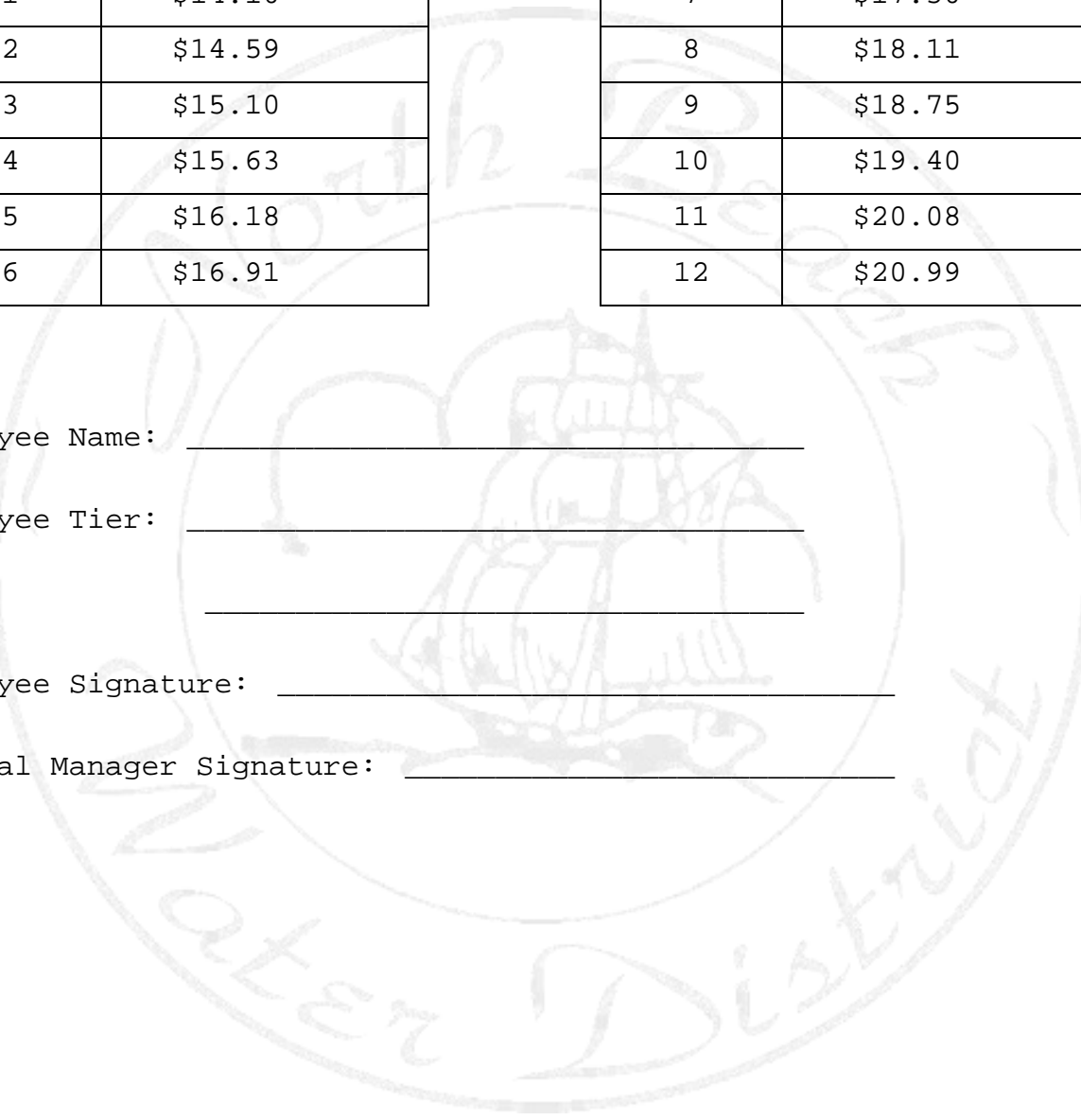
Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

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

General Manager Signature: \_\_\_\_\_



**EXHIBIT "B"**  
**NORTH BEACH WATER DISTRICT**  
**JOB DESCRIPTION**

**OFFICE MANAGER**

**GENERAL PURPOSE**

The Office Manager is responsible for managing the District's accounting, human resource, administrative, and computer system operations and functions. Exercises independent judgment and discretion in the performance of the District's operational and administrative needs. Provides varied, complex and (as applicable) confidential administrative support to the General Manager and the Board of Commissioners. Reports to the General Manager.

**ESSENTIAL FUNCTIONS AND DUTIES**

**Board Assistant:**

Organizes, establishes and distributes the Board of Commissioners meeting agenda and package. Prepares Board Room for meetings.

Attends Board of Commissioner's meetings. Takes notes at and records Board meetings; produces clear, concise minutes for consideration and approval by the Board of Commissioners.

Provides administrative support to the Board of Commissioners as needed.

**Executive Assistant:**

Provides professional, high-level administrative support to the General Manager including:

- responding to questions and comments from the public in a courteous and timely manner;
- providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff;
- scheduling meetings and maintaining an appointment calendar for the General Manager;
- researching, gathering, and organizing information from District records or other sources;
- preparing and composing District correspondence and regular reports;
- proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and rules;
- coordinating and overseeing assigned programs and implementation of District policies and rules;
- communicating effectively with the General Manager;
- performing other administrative duties as assigned.

Serves as the confidential assistant to the General Manager; receives and prepares confidential communications and data; participates in confidential meetings.

**Records Management:**

Serves as Records Officer under Public Records Act; reviews, considers, consults as necessary with District counsel and responds to public records requests on behalf of District.

Maintains a consistent and secure back-up record system for District's vital documents including, but not limited to, resolutions, contracts/agreements, and minutes and engineering files.

Responsible for developing and overseeing the District's Records Retention Policy. Develops and maintains records management systems. Responsible for the planning and implementation of a comprehensive electronic filing and record retrieval system for the District. Implements and maintains records in accordance with the Washington State Public Records Act.

Maintains a file of all bid documents including requests for proposals, advertisements, vender bids, bid tabulations, awards, contracts, contractor correspondence, prevailing wage, and project close outs.

**Leadership/Management/Supervision:**

Develops long-term goals and objectives, and short-term work priorities and plans, for the District's business, accounting, human resource and computer system operations and functions.

Supervises customer service staff. Trains, develops, assigns and oversees office staff to support them in carrying out their jobs/duties. Participates in the evaluation and disciplinary process with respect to office staff and effectively recommends determinations relating to the same.

**Accounting Area:**

Responsible for District's accounting operations and functions, including: maintenance of general and subsidiary ledgers, general journal entries, cash and other account reconciliations, accounts receivable, accounts payable, investment and reserve accounts, and capital, depreciation and inventory schedules.

Responsible for establishing, implementing and maintaining a system of internal controls in accordance with generally accepted accounting practices (GAAP) and in accordance with the Washington State Budgeting Accounting and Reporting Systems Manual (BARS).

Acts as principle liaison for the District with the Washington State Auditor during annual audits.

Analyzes and makes recommendations regarding the District's payroll, accounting and utility billing systems and procedures.

**Business/Financial Area:**

Works with the General Manager in the development and finalization of the District's annual budget.

Prepares the monthly financial reports for General Manager and the Board of Commissioners.

Responsible for operation of the retail customer service functions including account services, utility billing, accounts receivable, cash management, reporting, preparation of liens and recording board approved liens.

Conducts special studies involving analysis of complex financial and business matters.

**HR/Systems Areas:**

Responsible for the District's human resources functions, including payroll, benefit administration and employee claims management.

Responsible for the District's human resource risk management functions, including maintenance of coverage documents, claims processing, and related records and reports.

Assists in the administration, response and resolution of employment/labor related issues and complaints.

**Other Areas:**

Provides back-up and performs duties of the General Manager, as may be delegated from time to time.

Performs special projects for the General Manager, as may be delegated from time to time.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

Think critically to address complex business and accounting assignments;

Ability to work independently, exercise sound and independent judgment and perform duties with minimal supervision and/or direction.

Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately;

Strong verbal communication and presentation skills;

Ability to deal tactfully and courteously with customers, District staff, and the Board of Commissioners;

Strong organizational skills;

Ability to work well and collaboratively with others;

Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations);

Subject matter expertise in accounting, especially with governmental accounting principles;

Subject matter expertise in finance or business economics

Office methods and procedures, including filing, record keeping and reporting systems

Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software desirable.

**REQUIRED TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- Bachelors or Master's Degree from an accredited university or college with an emphasis in business, accounting, public administration or finance.
- Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties.



**SPECIAL REQUIREMENTS**

- Possession of a valid Washington State Driver's license, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier;
- Must be able to qualify for fiduciary bonding;
- Must be available to work evenings, weekends, or holidays when required.

**ESSENTIAL PHYSICAL ABILITIES**

A person employed in this position must be able to:

- Sit for extended periods of time;
- Perform minor physical activities which involve bending, lifting and reaching;

**FLSA STATUS**

Non-exempt

Wage Tier Schedule - Effective January, 1 2017

Tier	Monthly Salary
1	\$3,200
2	\$3,312
3	\$3,428
4	\$3,548
5	\$3,672
6	\$3,837

Tier	Monthly Salary
7	\$4,010
8	\$4,190
9	\$4,379
10	\$4,576
11	\$4,782
12	\$5,021

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

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

General Manager's Signature: \_\_\_\_\_

**NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION**

**BILLING CLERK**

**DEFINITION**

Under the direct supervision of the Office Manager, this position performs work for the collection of information to begin and discontinue water service, answer customer inquiries, processes payments, follows up on delinquent accounts, and processes meter reading data. Performs other tasks as assigned.

**JOB RESPONSIBILITIES:**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Processes accounting, billing, data entry, and office customer service and collection activities; maintains billing and customer service files; assists in the preparation of bookkeeping and accounting work, such as monthly statements of revenue, expense and water sales; prepares, organizes, and completes field service work orders in a timely manner; complies with all safety standards as they pertain to equipment and facility operations; accomplish assigned duties using safe work practices; answer customer service calls; performs other duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

Basic theory and methods of data processing systems; modern office practices and procedures and the operation of standard office equipment.

Ability to:

Operate PCs, business office machines and data entry terminals; deal tactfully and courteously with customer inquiries; establish and maintain cooperative relationships with those contacted during the course of work; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

Education and Experience:

Previous experience in customer service and/or bookkeeping, including the operation and use of relevant equipment or any combination of

education and/or experience that could likely provide the required knowledge and abilities; high school diploma or equivalent.

License:

Possession of an appropriate Washington driver's license with satisfactory driving record as determined by the District.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2017

Tier	Hourly Wage Rate
1	\$12.00
2	\$12.42
3	\$12.85
4	\$13.30
5	\$13.77
6	\$14.39
7	\$14.89
8	\$15.41
9	\$15.95
10	\$16.51
11	\$17.09
12	\$17.86

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

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

General Manager Signature: \_\_\_\_\_