



Running Springs Water District EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE

APPLICANT'S NAME (Last)		(First)	(M.I.)	
MAILING ADDRESS (Number)		(Street)		EMAIL ADDRESS
(City)	(County)	(State)	(Zip Code)	CELL TELEPHONE NUMBER

JOB TITLE(S) FOR WHICH YOU ARE APPLYING

ANSWER THE FOLLOWING QUESTIONS:

- Are you a Citizen of the United States of America? (Proof of employment eligibility required) YES NO
- Have you ever filed an application with us or been employed with us before? YES NO
- Have you ever: (If "YES", give details below in Section 10)
 - Been dismissed or fired from a position for any reason? YES NO
 - Resigned from or quit a position while under investigation or after being informed discipline would be taken against you, or during an appeal from a disciplinary action? YES NO
 - Been rejected or told you would not receive permanent or continued employment during any type of probationary or trial period on the job? YES NO
- In addition to English, list any other languages you speak, read, or write fluently:
- Are you related to anyone now in the District's employ or on the Board of Directors, the Consulting, Engineering or the Attorney's staff? If answer is yes, state name of relative and organization he or she is affiliated with. YES NO
- Do you possess a valid California Driver License? (If "Yes", fill in the information below.) YES NO
 License # Class: Restrictions:
- Are you currently employed? YES NO
- May we contact your present employer? YES NO
- On what date would you be available to begin work?

10. DETAILS OR EXPLANATIONS

11. REFERENCES: Please list three references excluding relatives or former employers

Name	Address	Phone

CERTIFICATION - PLEASE READ BEFORE SIGNING - If not signed, this application may be rejected.

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the Running Springs Water District. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the Running Springs Water District.

APPLICANT'S SIGNATURE

DATE SIGNED

We consider applicants for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition, handicap or any other legally protected status. Please contact the District if any special accommodations are needed.



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14. EMPLOYMENT HISTORY— <i>Begin with your most recent job. List each job separately.</i>		
FROM (MDY)	TO (MDY)	JOB TITLE/CLASSIFICATION (Include Range or Level, If applicable)
HOURS PER WEEK	TOTAL WORKED(Years/Months)	COMPANY/STATE AGENCY NAME
SALARY EARNED \$ _____ PER _____		ADDRESS
DUTIES PERFORMED		
REASON FOR LEAVING		
EMPLOYMENT HISTORY		
FROM (MDY)	TO (MDY)	JOB TITLE/CLASSIFICATION (Include Range or Level, If applicable)
HOURS PER WEEK	TOTAL WORKED(Years/Months)	COMPANY/STATE AGENCY NAME
SALARY EARNED \$ _____ PER _____		ADDRESS
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2019 Administration Supervisor Supplemental Questionnaire

Name: _____

To be completed and submitted with your application. Please use additional pages and attach to this form. Return with your completed application

1. Discuss your knowledge of and experience performing the essential functions listed in the position job description.
2. Please describe your motivational techniques from leadership positions you have held.
3. Principles and practices of public administration, financial, human resources management and supervision. Describe your level of responsibility, staff size, description of subordinate supervisory levels, and overall organization size and complexity.
4. Project management. Describe your experience planning, organizing and directing either an administrative, financial, human resources or public outreach project or the implementation of a new system.
5. Describe your knowledge and experience with Microsoft Office Software: Word, Excel, PowerPoint, and Outlook.
6. What other office management and/or business systems software are you proficient at using?

7. This position will create, prepare, process and maintain confidential files. Describe your experience in this area and also how you would maintain confidentiality.
8. **Please handwrite your response** to describe how you have achieved working-level writing skills – the ability to convey information in writing according to the needs of the audience, as well as when and where you gained this competency.
9. Describe how you have achieved working-level oral communication skills – the ability to convey information orally according to the needs of the audience, and receive and understand spoken information, as well as when and where you gained this competency.
10. Describe how you have achieved awareness-level workload management skills – the ability to plan and organize assignments to create timely, accurate work products; and, work efficiently, remain focused, and handle interruptions effectively, as well as when and where you gained this competency.
11. Describe how you have achieved working-level customer service skills – the ability to build and maintain customer relations and satisfaction, as well as when and where you gained this competency.
12. Imagine it is your first day with the District and the General Manager receives an email from a vendor who wants to meet and present their services. You are responsible for responding to this email in the General Manager's absence. The Vendor mentions they have been referred by an outside professional contact. You do not know how close this professional contact is to your General Manager but you believe your Operations Manager could meet the vendor in the General Manager's place. However, both your General Manager and your Operations Manager are on a business trip and not reachable. How would you handle this? Please include the text of your potential email(s). **Please** **handwrite** **your** **response**.

13. Describe a typical day in your current or previous job.

14. What experience do you have with in-house payroll applications? Be sure to include in your response: Your role in processing, Upgrade experience, Workarounds for system limitations, interfacing with general ledger software.

15. What experience do you have with in-house utility billing, accounts payable, bank reconciliation, cashiering, fixed asset, general ledger, purchasing, project accounting and budgeting applications/software? Be sure to include in your response: Your role in processing, Upgrade experience, Workarounds for system limitations, training staff and reporting.

16. Describe your experience in the following areas of human resources and personnel management: employee relations, employee benefits, succession planning and recruitment, salary and benefits administration, discipline, performance evaluation, performance improvement. Please be specific about the level and length of your experience and your role in each area.

17. The person in this position will be working in a fast-paced office setting conducting several activities at the same time. Describe your ability to multitask and your methodology for prioritizing tasks, making sound decisions and solving problems.

18. Describe how your own personal work habits help you achieve maximum effectiveness and efficiencies in your daily work.

19. Briefly describe your experience with the annual budget process (both Operating and Capital Budgets); including which departments and positions you were responsible for, as well as the largest budget you were responsible for.

20. Please describe your experience working with elected officials, other governmental stakeholders and the public to implement a controversial initiative or project. What did you learn from the experience and what was the outcome/end result?

21. Describe your level of knowledge of employment law.

22. Describe your approach to conducting staff meetings and training sessions with employees.

23. What, in your particular background, is most relevant to the District's needs?



August 2019
FLSA: EXEMPT

ADMINISTRATION SUPERVISOR

DEFINITION

Under the direction of the General Manager, the Administration Supervisor is responsible for Administrative functions relating to the Running Springs Water District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

The class is the highest-level administrative support in the District and assists as the Board Secretary and Treasurer. Incumbents perform a variety of highly confidential administrative, project coordination and management support work for the General Manager, Board of Directors, other departments and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects. This class is distinguished from other administrative support in that the nature, scope, diversity and confidentiality of responsibilities originating at a District-wide level require a broader understanding of District functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

ADMINISTRATION SUPERVISOR

- The Administration Supervisor is responsible for Supervision of Administration staff to effectively recruit, educate, evaluate, motivate and monitor activities related to customer service, financial accounting, accounts receivable, accounts payable, billing, human resources, special projects and administration requirements.
- Provides varied, confidential and responsible administrative support to the General Manager, the Board of Directors and various District management and administrative personnel, as needed; oversees and ensures that the administrative and clerical functions of the General Manager and the Board of Directors are effectively executed.
- During emergency/disaster/evacuation situations in the Running Springs Water District and Running Springs Fire Department jurisdiction and in the absence of the General Manager and/or the Running Springs Fire Chief, the Administration Supervisor is authorized and required to assist with coordination of field activities for water, sewer, fire

and emergency medical services. Physical presence in the District office and/or Fire Station may be required to assist and coordinate radio communications, direct staff, relay various water and sewer system telemetry information to field staff and authorize expenditures during emergency conditions.

- Development and compliance of District Administration procedures and policies.
- Human Resources Management for Water, Wastewater Collections, Wastewater Treatment and Fire Department Personnel (new employee orientation and personnel documentation requirements, enrollment in employee benefit plans, federal and state government requirements, etc.).
- Planning and organization of scheduling, meetings, appointments, public relations.
- Update District ordinances, resolutions, personnel policy manual, rates and fees documentation and all applicable documentation.
- Records Retention Policy Coordinator.
- Worker's Compensation Coordinator.
- District liability claims and Loss Control Coordinator.
- Attends District meetings (Safety and Safety Loss, Department Head, Administration Team).
- Support to Department Supervisors and Managers.
- Responsible for Employee Achievement Awards and Recognition.
- Supervisors on call rotation and Quarterly Administration Summary reports.
- Extremely proficient in computer use and all Microsoft Office applications and is the Administrator of the District Computer Systems.
- Performs other duties as assigned.

TREASURER

Under the Supervision of the Board of Directors and the General Manger, the Treasurer establishes financial processes and transactions in accordance with District policy. Duties include but are not limited to the following:

- Development and preparation of financial procedures and budgeting plan to evaluate and monitor monthly reporting and annual budgets.
- Financial Reporting (General Ledger, End of Month Accounting, Journal Entries, Checkbook Register, Chart of Accounts, Property Tax Warrants, Depreciation, State Compensation Reporting, CalPERS, Availability).
- Manages public investments (LAIF, First Foundation Bank).
- Accounting of District Capital and O&M expenses.
- Manage Debt Service Payments.
- Collaboration with NBS Local Government Solutions, regarding Assessment Districts.
- Monitor Financial Internal Controls.
- Assist the Financial Consultant in regular and special financial accounting.
- Annual Year End Fiscal Year Audit.
- Performs other duties as assigned.

SECRETARY TO THE BOARD OF DIRECTORS

The Secretary to the Board of Directors reports directly to the Running Springs Board of Directors. Duties include but are not limited to the following:

- Prepares and posts Board Meeting agendas and arranges Board Meeting packet documentation for distribution that includes District website requirements.
- Prepare minutes of Board Meetings.
- Retains original Board Meeting documentation and attestation as required.
- Provides notice as required by law of any special meeting or adjourned meeting and/or any hearing before the Board.
- Provides documentation and administrative assistance to the Board of Directors.
- Correspond with the Registrar of Voter in preparation of election materials and certification documents.
- Distribution of District informational materials and orientation packet for newly elected directors.
- Filing Officer for Board Members and District Staff regarding Form 700 Statement of Economic Interest and all County filing requirements.
- Board Meeting attendance as required that include Standing and Ad Hoc Committee Meetings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- Principles, practices, and procedures of public administration in a special district setting.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and administration.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes.
- Public relations techniques.
- Record keeping principles and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Administrative and secretarial practices and procedures.
- Functions of standard office equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Provide varied, confidential, and responsible secretarial and administrative work requiring the use of independent judgment, tact and discretion.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the General Manager's office and the Board of Directors and its functions.
- Perform research and prepare reports and recommendations.
- Analyze and resolve administrative and procedural concerns and develop innovation.
- Organize, maintain, and update administration database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a records management system.
- Make accurate mathematical and statistical calculations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize, prioritize and meet critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in administrative, accounting or secretarial work with supervision skills. College coursework in business administration, accounting and a related field, plus experience in providing technical and administrative support to executive-level management in a public agency are desirable.

License:

- Valid California class C driver's license with satisfactory driving record may be required
- License as a Notary Public is desired

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with other staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings and/or weekends to attend Board of Directors meetings and various other meetings and events. Mandatory Condition of Employment: Physical presence at the District's Offices and/or Fire Station(s) may be required during any emergency, disaster or evacuation situations.