



Montecito Sanitary District

THE DISTRICT

The Montecito Sanitary District employs 18 full-time staff members responsible for the collection, treatment and disposal of wastewater in the Montecito community.

Mission Statement

A community service commitment to protect public health and safety and to preserve the natural environment through the collection, treatment and disposal of wastewater in the most cost-effective way possible.

THE POSITION

Administrative Technician

RESPONSIBILITIES

The position involves general clerical and administrative support duties as well as customer service, plan checking and review, permit preparation and processing of payments. Essential functions of the position will also include: independent handling of incoming calls, preparation of correspondence and standard agreements, front counter customer interaction, data entry into the GIS database and preparing invoices for accounts payable. The ideal candidate would also have experience with general accounting duties such as general ledger postings, bank reconciliations, and trial balances.

QUALIFICATIONS & STANDARDS

EDUCATION & EXPERIENCE

Bachelor's Degree (B.A.) or equivalent from a four year college or university, plus a minimum of five (5) years of related office, administrative and clerical experience, or equivalent combination of education and work experience. Must have a current and valid driver's license, and if not already a Notary Public, the ability to become one.

DUTIES

1. On a daily basis, provides customer service by answering questions and providing information in person and over the telephone, including accessing, copying and providing essential material and maps, investigating parcel history, issuing and collecting money for permits, agreements and other fees.
2. On a daily basis, provides clerical and administrative support to district staff members by preparing correspondence, reports, and various other documents, as required.
3. On a bi-weekly basis, prepares and codes invoices with account numbers, attaches packing receipts, enters invoices into the computerized accounting system, prints reports and checks, balances totals, and prepares Board list for distribution to the General Manager and Director for their signatures.

4. Answers the telephone for the department, receiving incoming calls and independently handling them as needed. These calls include complaints, inquiries, notice of sewer spills, and transfers. Researches and gathers information, such as parcel history and line information, in order to respond to the caller or staff member.
5. Reviews all plans that come in from the County, sends correspondence for administrative fees, processes payments, issues Certification letters that approve plans and outline District requirements for the projects.
6. Prepares permits for customers, processes payments, issues receipts and makes copies, enters data into computerized GIS system, prepares cards and deposit refund forms, enters fees into connection permit list, and files, all in accordance with office procedures. Issues refunds, updates accounts payable records and completes other necessary forms and documentation.
7. Prepares agreements for owners. This process includes ordering legal description and other pertinent data from Title Companies, preparing the written agreements and forwarding for appropriate signatures, collecting fees, issuing permits, notarizing documents, as necessary, and forwarding to the County Clerk-Recorders Office. Records all data into computerized GIS system, issues copies to owners, and files as appropriate.
8. Maintains filing systems, computer data base, minute index, vault files and GIS system.
9. Processes daily mail for the department; receives and distributes incoming mail, meters outgoing mail.
10. Projects expenses for utilities and other office and overhead costs.
11. Performs other tasks or projects as assigned by supervisor.

Knowledge/Skills/Abilities:

General: Ability to prioritize, organize, solve problems, and complete tasks independently; ability to follow verbal and written instructions and to accept constructive criticism.

Technical: Requires knowledge of office practices and record keeping and reporting systems; business correspondence techniques and English composition, grammar, spelling, and punctuation; principles of public relations; records management and file maintenance; Ability to scan, verify, draft, compile, edit and update documents and correspondence quickly and accurately. Ability to operate general office machines, including typewriter, 10-key adding machine, copier, two-way radio, postage meter, fax machine, and laminating machine.

Mathematical: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Communication: Ability to read and interpret documents, such as District requirements and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Computer: Ability to proficiently use computer software programs, including MS Word, Excel, Power Point, MAS90 Accounting, GIS mapping system, and Outlook.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical and Environmental Elements:

Physical demands: Maintain physical condition appropriate to the performance of assigned duties and responsibilities including sitting for extended periods of time and operating assigned office equipment. Ability to stand, walk, and reach with hands and lift up to 50 pounds for assigned duties that require lifting. .

Vision: Ability to maintain effective visual discrimination and perception needed for Reading and writing and operating assigned office equipment to complete assigned duties.

Work Environment: Will be subjected to an office environment. Will regularly be required to work near moving mechanical parts and work in outdoor weather conditions. May frequently work in wet or humid conditions. Will frequently be required to work in high, precarious places, and be subjected to vibration, fumes or airborne particles.