



Pliocene Ridge Community Services District
Policies & Procedures: ADMINISTRATION Policy 1020

ADMINISTRATIVE POSITIONS & DUTIES

This policy provides a “list” of the tasks required to operate the district. Due to the limited resources of the district, the board is encouraged to adjust job duties as needed to accommodate both the desires and the abilities of available staff members and officers.

Pliocene Ridge CSD designates the District Fire Chief, and the District Manager to fulfill the duties of “General Manager”. Due to budget constraints the district is not able to hire a sole individual for this position as mandated by Gov code section 61050. Additionally, there is no desire to create a staff position that oversees the District Fire Chief. The District Manager and Fire Chief work in tandem and answer directly to the Board of Directors.

District Fire Chief

The District Fire Chief shall serve as the General Manager of Fire and EMS Operations and is duly authorized by the Board to carry out all duties incidental to that position. The District Fire Chief is responsible to perform or delegate the following tasks:

1. Establish the chain of command for Fire and EMS Services. Including the appointment of Officer Positions.
2. Act as Officer in Charge.
3. The maintenance of district vehicles.
4. The maintenance and tracking of district equipment and property.
5. The training of Fire Department personnel including retaining training sign-in sheets.
6. Adhere to the District’s Policies and Procedures.
7. Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting
8. Assist with the ongoing review and revision of Standard Operating Guidelines for district personnel.
9. Be authorized to sign documents related to board approved actions such as the acquisition and disposition of assets and mutual aid agreements.
10. Be authorized to approve non-district community use of the firehouses per district policy # 1052 (to be developed)
11. Perform other duties as may be deemed necessary or delegated by the Board of Directors.

Secretary

The Secretary shall be the Clerk of the Board and is duly authorized by the Board to carry out or delegate the duties incidental to that position. A Director may also serve as Secretary but only in a volunteer (unpaid) capacity. The Secretary shall:

1. Record the minutes of all board meetings.
2. Act as Official Record Keeper for the District and ensure that records are maintained per district policy & in compliance with State Statutes including public access to public records plus secure storage of confidential records.
3. Prepare agendas and meeting packets while ensuring that all meetings are posted in compliance with the Brown Act. Including required website updates.
4. Prepare routine correspondence such as thank you letters and other day-to-day correspondence of a managerial nature in conjunction with other staff. (Shall assist staff with correspondence as re-requested or initiated).
5. Prepare Official Correspondence as directed by the board.
6. Report all correspondence since the last meeting at each regular meeting of the Board.
7. Prepare Resolutions as needed for Board approval and maintain a master file of all resolutions.
8. Maintain a Master Calendar and Contact list for the District Board and Staff.
9. Prepare and file the Secretary of State information filings as needed (whenever there is a change in Board members or Officers).
10. Perform other duties as requested by the Board.

Treasurer:

The Treasurer is the Chief Fiscal Officer of the District and is duly authorized by the Board to carry out or delegate all duties incidental to that position. The Treasurer shall:

1. Ensure that the District's bookkeeping is carried out in Compliance with Generally Accepted Accounting Principles (GAAP) and per District Policy.
2. Act as Accounts Receivable & Accounts Payable Clerk for District.
3. Verify that the district's Purchasing Policy and other accounting policies are adhered to.
4. Shall assist the Board and Secretary with periodic reviews and updates of accounting procedures.
5. Process Payroll including all required filings.
6. Prepare a monthly Treasurer's report to be incorporated with the meeting packets showing: beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month. Including the detail for the Reserve Fund account.
7. Prepare the annual Budget (Preliminary & Final) per Policy #2020
8. Annually: book year-end accruals donations and fixed assets (or provide the needed documentation to the auditor to prepare the journal entries)
9. Facilitate the Audit and the annual State Controller filings that are prepared by the Auditor. Including signing and submitting the State Controllers Annual Financial Transactions Report signature page.
10. As needed, prepare a list of non-monetary donations for Board acceptance. Per Policy #2120.

11. Work with the Secretary to ensure that financial records are being maintained per Record Retention Policy #1021.
12. Record and monitor reserve fund balances per policy #2010.
13. Perform other such duties as may be directed by the Board.

District Manager

The District Manager works in tandem with the District Fire Chief to fulfill the General Manager Requirement mandated by Gov code section 61050. The same person may serve as District Manager and Treasurer, per Gov code section 61050 c. but a Director is not permitted to serve in either capacity. The District Manager is responsible for

1. Assisting the Board and Fire Chief with the development and ongoing review of District Bylaws, Policies & Procedures and Standard Operating Guidelines .
2. Assisting with pursuing additional funding sources for the district, including grants and donations. Including the preparation of grant applications and all required documents for board approval.
3. Facilitating the district's support of the firewise community efforts for both Pike and Alleghany (see resolution # 2020-077).
4. Assisting with the development and implementation of a public relations campaign for the district.
5. Working with the District Secretary to Maintain the district's website.
6. Be authorized to sign documents related to board approved actions such as grant applications and documents related to the acquisition and disposition of assets.
7. Perform other duties as may be deemed necessary or delegated by the Board of Directors

Risk/Safety Manager:

Refer to Policy 1030 outlining Risk Management duties and responsibilities.

Streetlight Manager:

NEEDS TO BE DEVELOPED as an addition to Policy #4000

Project Manager:

A Project Manager is necessary for construction projects and other projects in order to ensure that work can proceed in a timely manner and on-schedule without the need to get board approval when day-to-day decisions and routine paperwork are needed.

At the time of appointment, the Board may delegate the Project Manager with full or limited authorization to sign and file, for and on behalf of the District, all documents related to the planning, design, and construction of the project.

The project manager shall ensure compliance with Policy #1050 CONTRACTS and other applicable policies and laws.