

Pliocene Ridge CSD Job Description ~ District Manager/Treasurer

Supervisor: This position is self-directed and answers directly to the Board of Directors

Classification: Non-exempt hourly employee.

Qualifications:

Must be reliable and trustworthy.

Familiarity with basic office equipment such as phones, computers and copy machines.

Strong communication and writing skills including word processing software.

Two-year college degree or equivalent experience in Accounting and Administration.

Physical Requirements

The physical demands described here are representative of those that must be met to perform the essential functions of this job. This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Job Summary

Duties

This position shall fulfill the duties of Treasurer and District Manager as outlined in Policy #1020.

Additionally, provided Rae Bell Arbogast retains her American Red Cross Teaching Certificates AND Pliocene Ridge CSD maintains its AP Provider Agreement with the American Red Cross, Rae Bell may charge her hourly rate of minimum wage for teaching Red Cross approved classes on behalf of the district. Courses taught to outside agencies, companies and individuals will be billed to the outside party, payable to Pliocene Ridge CSD.

Website: plioceneridge.org

X _____ date _____

Name printed _____