



# Clearlake Oaks County Water District

## Job Description

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<b>OFFICE MANAGER</b>
<b>Administration</b>
<b>Status: Exempt</b>
<b>Salary Range: \$70,137-\$110,905 DOQ</b>

**Conditions of Employment:** This position is an "at will" basis and is classified as an Exempt/Salaried Employee, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the General Manager.

**Definition/Summary:** Office Manager is classified as Regular Full Time, under the direction of the General Manager. This position may direct Customer Service staff and insures quality customer service is provided at all times. This position is distinguished by a high level of understanding of the District Code(s) and customer service procedures. Knowledge of all positions; customer service, accounts payables and billing. Performance of basic to complex customer service functions, including but not limited to: directing customer service staff as needed, have the ability to process all customer billing, account adjustments, service terminations, delinquent collections, opening and closing customer accounts, processing of work orders, handles new service installations, quotes for connection, customer complaints and maintenance of property master files; cash receipts, post payments as needed, insures phones are answered in a timely manner; prepare, process and record work orders. Assist the Administrative Service Manager with posting information to the District website, calculate monthly Yolo statement, process liens and releases as needed, maintain and add delinquent accounts to the Lake County Tax Roll. In addition to the administrative part of the office, this position will also assist field staff in ordering of inventory and apparel, along with anything else assigned by the General Manager.

This position is responsible for ensuring that Customer Service Representatives I and II are cross-trained in key areas to support district-wide coverage. It also includes shared responsibility for covering the After-Hours Emergency Line, as scheduled in coordination with the Administrative Services Manager.

### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Supplemental education in business administration or administrative experience desired. Must possess a valid California Driver License

**Experience:** Three years of customer service, computerized bookkeeping/accounting/billing and public agency experience desired.

**Knowledge of:** District policies and procedures related to water and sewer service installations, a high level of understanding of District customer data programs and filing procedures. Must be proficient in Microsoft Word and Excel.

**Ability To:** Understand and follow oral and written instruction; communicate District policy to the public; work cooperatively with coworkers, developers, and the general public; keep accurate records; work independently with little supervision. Type 25 words per minute and ten key numeric pad. Ability to respond to public inquires and complaints in a tactful and courteous manner while maintaining a good

working relationship with fellow employees. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

**Physical**

**Requirements:** This position requires prolonged sitting, standing, walking, twisting, turning, kneeling, bending, squatting, stooping, extended computer monitor exposure, and repetitive hand motion, reaching, reading, writing, typing and lifting up to 25 pounds in performance of daily activities. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner

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Employee Signature: Date

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General Manager Signature Date