

**East County Water Control District
Job Description**

Job Title: Resource Specialist
Department: 1
Reports To: Assistant District Manager
FLSA Status: Non Exempt
Approved By: Board of Supervisors
Approved Date: June 21, 2010
Pay Level: 7

SUMMARY

This position provides data entry, support, research and reporting.. Operates under the general supervision of the Assistant District Manager. Consistently portrays a professional appearance and uses good judgment in dealing with co-workers and the public.

PRIMARY DUTIES AND RESPONSIBILITIES:

Creates, maintains and updates database files in Microsoft Access, Excel and Word for both field and administration activities. Inputs lists of items, numbers, or other data into computers, manipulates existing data, edits current information, or proofreads new entries.

Provides guidance in the design, implementation and maintenance of the District's databases. May be required to write manuals to explain database use and function as well as train users.

Customizes databases for specific needs and modify existing databases as user needs change. May be called upon to prepare reports on databases.

Work as part of a project team to coordinate database development and determine project scope and limitations. Test programs or databases, correct errors and make necessary modifications.

Maintains the District's cell phone accounts. Arranges for repairs and orders new phones when necessary within guidelines and provides Management with requested data on a regular basis.

Issues and tracks all procurement cards and receipts for field employees.

Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

Organizes and distributes daily mail and scans certain mail into a database.

Logs complaints and resolutions into a database.

Assists in records retention, destruction, and compliance.

Scans documents, answer phones, know and utilize the filing system, order office supplies, prepare overnight mailings, and deliver items.

Maintains and creates forms and databases and documents as needed.

Coordinates travel arrangements

Registers employees for work related courses and conferences

May be called upon to:

Send faxes, make copies, file and scan. Performs other clerical duties as needed such as price comparisons

Organize meetings

Create and print correspondence, reports, and other documents when necessary.

Performs other clerical duties as needed such as price comparisons

Assists HR when needed in all areas such as copying and distributing information, creating folders, filing and organizing meetings.

May assist in Board preparation; sign in sheet with pen and comment cards, setting up main table with pitchers and filing away minutes and cards the following day.

The position is not limited to these tasks.

OTHER RELATED DUTIES: *Other duties may be assigned*

QUALIFICATIONS

Must be proficient in Microsoft Access, Excel, Word, and Adobe Acrobat.

Customer Service Orientation: knowledge of office practices, procedures such as telephone etiquette and office protocol

Skill in typing from clear copy at a rate of 40 net words per minute.

Knowledge of correct English usage, spelling and punctuation.

Information management organizing and planning

Attention to detail

Knowledge of the Organization

Strong attention to detail and an ability to follow complex instructions.

Ability to communicate effectively and use of diplomacy and discretion in giving out information and in referring and directing callers and visitors to other agencies

Ability to compose routine correspondence and reports.

Ability to interpret instructions and guidelines to make decisions and take necessary actions.

To perform this job successfully, an individual must have previous office experience with strong

organizational and computer skills.

Must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE

Preferred: Associates Degree

Required: High School Diploma

Five years documented experience in office procedures and database management.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

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 and to draw and interpret bar graphs.

REASONING ABILITY

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 DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.