



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 7, 2021
4:30 P.M. – 5:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov/

Internal Operations Committee Members

*Chair Michael Callahan
Vice-Chair Carolyn Graham*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m.
 2. Roll Call.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of February 3, 2021 Internal Operations Committee Meeting.
- D. PRESENTATIONS**
1. Internal Operations Update.

E. DISCUSSION ITEMS

1. Discussion Regarding Changes to Bylaws of Proposed New Times for Internal Operations Committee Meeting and the Finance Committee Meeting.
2. Discussion Regarding the Town's Mission, Vision, Goals, and Value Statement.
3. Discussion Regarding Revisions to the Administrative Assistant/Park-Recreation Assistant Position.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 3, 2021
4:30 P.M. – 5:30 P.M.**

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Internal Operations Committee Members

*Michael Callahan
Carolyn Graham*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Committee Member Callahan.
 2. Roll Call – All present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of October 7, 2021 Internal Operations Committee Meeting.
Motion made by Committee Member Graham to approve the item on the Consent Calendar as presented.
Second by Committee Member Callahan.
- D. PRESENTATIONS**
1. Internal Operations Update.
- E. DISCUSSION ITEMS**
1. Discussion Regarding Chair and Vice-Chair.
Decision to appoint Chair and Vice-Chair was settled between Committee Members Michael Callahan and Carolyn Graham. Michael Callahan will be Chair and Carolyn Graham will be Vice-Chair.
 2. Discussion and Provide Possible Feedback Regarding the COVID-19 Prevention Program (CPP) and adding it to the Town of Discovery Bay's (the District) Existing Employee Injury and Illness Prevention Program Policy (IIPP).
Executive Assistant Maddie Kibriya presented the Committee with a draft update to the Town's Existing Employee Injury and Illness Prevention Policy (IIPP). The presented draft will be updated to include California

Division of Occupational Safety and Health's requirement to incorporate a COVID-19 Prevention Program (CPP). Staff requested to bring the CPP Draft before the Board at the next Regular Board of Directors Meeting on February 17, 2021 for approval.

Vice-Chair Graham inquired about Town staff obtaining the COVID-19 vaccine.

Executive Assistant Maddie Kibriya advised that there is no discussion about staff getting the COVID-19 vaccine at this time.

Chair Callahan asked if the draft includes a section regarding time off due to COVID-19.

Executive Assistant Maddie Kibriya confirmed that the draft includes this topic.

Chair Callahan and Vice-Chair Graham agreed this draft can be presented to the Board of Directors for implementation.

3. Video Conferencing System.

Assistant General Manager Dina Breistein presented the Committee with a proposed video conferencing system. Details of several products for video conferencing were displayed and pros and cons of each product were mentioned.

Chair Callahan had questions about quality and optional equipment availability.

Assistant General Manager Dina Breistein posed her recommendation of the Poly equipment which she believes will be the best fit for the Town's needs.

Chair Callahan asked Assistant General Manager Dina Breistein to prepare a spreadsheet with pros and cons of the equipment as part of the presentation to the Board of Directors.

General Manager Mike Davies clarified direction from the Committee members to go with staff recommendation for equipment and the option to purchase equipment instead of leasing.

Chair Callahan and Vice-Chair Graham agreed.

F. FUTURE DISCUSSION/AGENDA ITEMS

Vice-Chair Graham requested to add a discussion regarding the electronic board policy as an Agenda Item on the Communications Committee Meeting.

G. ADJOURNMENT

1. Adjourned at 5:15 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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DISCOVERY BAY COMMUNITY SERVICES DISTRICT
INTERNAL OPERATIONS

COMMITTEE BYLAWS
Revised April 7, 2021

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Internal Operations Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to personnel policies and general administration of the organization.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings for Internal Operations will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur every even numbered month on the first Wednesday at 3:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

Article VIII: Officers and Rules

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

Article IX: Staff

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

Article X: Required Training

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

Article XI: Amending Bylaws

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.

Mission, Vision, Goals, and Value Statement



The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

Mission

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Vision

- Maintain a full service and sustainable community.
- Grow in harmony with the environment and the Delta.
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations.

Goals

- Responsible management of public funds.
- Preservation of our neighborhoods and natural resources.
- Provide timely, effective and transparent communications between government and our citizens.
- Continually improve the quality of our services.

- Promote and protect the environment.
- Take pride in community assets.
- **Champion diversity and inclusion.**
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community.
- Recognize pioneers of the community.

Values

Innovation * Accountability * Respect * Integrity * Professionalism



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT / PARK-RECREATION ASSISTANT A

HOURLY \$25.72 – \$29.10
ANNUAL \$53,506 – \$60,537

FLSA Designation	Non-Exempt
Established	July 2016
Revised	March 2021
Classification	200: Non-Management
Range	245

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION As assigned.

SUMMARY DESCRIPTION

Under the supervision of one or more assigned managers, performs a wide variety of general or specialized office and outdoor field work. Work schedule fluctuates to include periodic night, weekend, and holiday shifts. Duties include, but are not limited to office support, clerical, secretarial, data entry, blueprint plan check review, public outreach, research, obtaining permits, purchasing, record keeping, customer service, contracting, processing, and supervision of Town properties and seasonal staff.

IDENTIFYING CHARACTERISTICS

Administrative Assistant / Park-Recreation Assistant A - This is the entry-level classification responsible for performing less complex administrative support duties. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant/Park-Recreation Assistant "B" level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in the work assignment in accordance with established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Provides administrative support to management and Town staff including preparing, processing, and archiving records and reports, creating and maintaining project and program files, blueprint plan check review, applying for and obtaining permits.
2. Engages in public outreach to include website updates, social media posts, electronic sign board messaging, news media relations, email blasts, writings, announcements, postings, and personal appearances.
3. Organizes and carries out administrative assignments and special projects; researches, compiles, and organizes information and data related to assigned programs; formats reports, spreadsheets, and related documents; prepares and assembles reports, manuals, articles, announcements, brochures, and other informational materials.
4. Maintains and updates record systems and specialized databases; verifies accuracy of information; enters and updates information; retrieves information from systems and databases as required.
5. Administers projects and/or programs as assigned including coordinating services with external parties; provides assistance to Town staff on various research and team-related projects.
6. Composes, types, formats, and proofreads a wide variety of reports, letters, documents, agendas, memoranda and digital media; checks for punctuation, spelling, and grammar; suggests corrections.
7. Prepares, copies, collates, and distributes a variety of documents, including agenda packets, reports, informational packets, bid packages, purchase orders, and contracts and specifications; ensures proper filing of copies in Town files.
8. Attends events and participates in community outreach efforts in support of Town programs.
9. Assesses and develops recommendations for procedural changes affecting administrative support activities; maintains and updates procedural manuals; develops standardized templates for Town use; recommends improvements in workflow, procedures, and use of equipment and forms.
10. Maintains calendars; schedules meetings between Town staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
11. Serves as secretary to assigned committees; prepares, posts, and distributes agenda materials including staff reports and other packet materials; attends meetings and records and transcribes minutes.
12. Monitors and purchases office and department equipment and supplies.
13. Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper staff, and/or provides factual information or problem resolution regarding Town and departmental activities and functions that requires the application and explanation of rules, policies, and procedures.
14. Acts as a Town representative within community groups to relay or obtain relevant information regarding Town activities and properties.
15. Record and monitor financial transactions associated with the collection of fees as assigned.
16. May support the Board of Directors at meetings (i.e., meeting room set-up and clean-up).

17. Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
18. Directs, coordinates, assigns, supervises, trains, and reviews the work of seasonal and part-time staff.
19. Works indoors or outdoors in a variety of weather conditions that can become extreme.
20. Performs light cleaning duties and trash removal as assigned.
21. Supervises recreation activities, programs, events, property rentals, dog parks, playground equipment, amenities, parking, fountains, lighting, restrooms, buildings, and open space.
22. Enforces District ordinances, rules, policies, and procedures.
23. Greets, assists, registers and processes payment from members of the public.
24. Performs other duties as may be assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods, and equipment including computers, copiers, fax machines. Computer applications such as word processing, spreadsheet, and database applications. Methods and techniques of proper phone etiquette. Website posting and social media usage. Mathematical principles. Basic business letter writing and the standard format for typed materials. Methods and techniques for basic report preparation and writing. Principles and procedures of record keeping, filing, and archiving. Depending on assignment, knowledge of administrative procedures in: accounting, inventory, purchasing, accounting and personnel/payroll transactions clerical, construction, and legal, may be required. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision. Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Exercise good judgment in maintaining information, records, and reports. Read, understand, and review documents for accuracy and relevant information.

Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations in the receipt of monies. Compose correspondence or documents. Meet critical deadlines. Establish, maintain and foster positive and cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone. Courteously respond to community issues, concerns, and needs. Understand and follow instructions. Update the Town's website and use social media. Type and enter data at a speed necessary for successful job performance. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Assistant A - Equivalent to the completion of the twelfth (12th) grade and one (1) year of increasingly responsible clerical, secretarial, or office support experience. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

Park-Recreation Assistant A – Equivalent to the completion of the twelfth (12th) grade and one (1) year of increasingly responsible clerical, secretarial, or office support experience plus one (1) year of responsible parks and recreation experience. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Employees work indoors and outdoors with moderate noise levels. The employee interfaces with staff, management, and the public in providing customer service, supervising events and activities, explaining Town policies and procedures, and requesting and providing information. Can work in an environment that has noxious odors. Will be required to work fluctuating hours to include nights, weekends, and holidays.

Physical: Perform simple grasping and fine manipulation. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, sit, stand, reach, push, and pull drawers open and closed to retrieve and file information. May occasionally lift and carry reports and records that typically weight less than 20 pounds as well as move tables and chairs and other objects that weigh less than 40 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Smell: Work in an environment where there may be noxious odors.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT / PARK-RECREATION ASSISTANT B

HOURLY \$28.40 – \$32.13
ANNUAL \$59,062 – \$66,823

FLSA Designation	Non-Exempt
Established	July 2016
Revised	March 2021
Classification	200: Non-Management
Range	245

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION As assigned.

SUMMARY DESCRIPTION

Under the supervision of one or more assigned managers, performs a wide variety of general or specialized office and outdoor field work. Work schedule fluctuates to include periodic night, weekend, and holiday shifts. Duties include, but are not limited to office support, clerical, secretarial, data entry, blueprint plan check review, public outreach, research, obtaining permits, purchasing, record keeping, customer service, contracting, processing, and supervision of Town properties and seasonal staff.

IDENTIFYING CHARACTERISTICS

Administrative Assistant / Park-Recreation Assistant B - This is the full journey-level classification performing the full range of office and administrative support duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the “A” level, or when filled from the outside, require prior experience. Advancement to the “B” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements and the methods used in arriving at the end results are not usually reviewed in detail.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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2. Engages in public outreach to include website updates, social media posts, electronic sign board messaging, news media relations, email blasts, writings, announcements, postings, and personal appearances.
3. Organizes and carries out administrative assignments and special projects, researches, compiles, and organizes information and data related to assigned programs; formats reports, spreadsheets, and related documents; prepares and assembles reports, manuals, articles, announcements, brochures, and other informational materials.
4. Maintains and updates record systems and specialized databases; verifies accuracy of information; enters and updates information; retrieves information from systems and databases as required.
5. Administers projects and/or programs as assigned including coordinating services with external parties; provides assistance to Town staff on various research and team-related projects.
6. Composes, types, formats, and proofreads a wide variety of reports, letters, documents, agendas, memoranda and digital media; checks for punctuation, spelling, and grammar; suggests corrections.
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8. Attends events and participates in community outreach efforts in support of Town programs.
9. Assesses and develops recommendations for procedural changes affecting administrative support activities; maintains and updates procedural manuals; develops standardized templates for Town use; recommends improvements in workflow, procedures, and use of equipment and forms.
10. Maintains calendars; schedules meetings between Town staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
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14. Acts as a Town representative within community groups to relay or obtain relevant information regarding Town activities and properties.
15. Record and monitor financial transactions associated with the collection of fees as assigned.
16. May support the Board of Directors at meetings (i.e., meeting room set-up and clean-up).

17. Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
18. Directs, coordinates, assigns, supervises, trains, and reviews the work of seasonal and part-time staff.
19. Works indoors or outdoors in a variety of weather conditions that can become extreme.
20. Performs light cleaning duties and trash removal as assigned.
21. Supervises recreation activities, programs, events, property rentals, dog parks, playground equipment, amenities, parking, fountains, lighting, restrooms, buildings, and open space.
22. Enforces District ordinances, rules, policies, and procedures.
23. Greets, assists, registers and processes payment from members of the public.
24. Performs other duties as may be assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods, and equipment including computers, copiers, fax machines. Computer applications such as word processing, spreadsheet, and database applications. Methods and techniques of proper phone etiquette. Website posting and social media usage. Mathematical principles. Basic business letter writing and the standard format for typed materials. Methods and techniques for basic report preparation and writing. Principles and procedures of record keeping, filing, and archiving. Depending on assignment, knowledge of administrative procedures in: accounting, inventory, purchasing, accounting and personnel/payroll transactions clerical, construction, and legal, may be required. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Perform responsible administrative and secretarial support work with accuracy, speed, general supervision. Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Exercise good judgment in maintaining information, records, and reports. Read, understand, and review documents for accuracy and relevant information. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations in the receipt of monies.

Compose correspondence or documents. Meet critical deadlines. Establish, maintain and foster positive and cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone. Courteously respond to community issues, concerns, and needs. Understand and follow instructions. Update the Town's website and use social media. Type and enter data at a speed necessary for successful job performance. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Assistant B - Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible clerical, secretarial, or office support experience comparable to Administrative Assistant A with the Town. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

Park-Recreation Assistant B – Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible clerical, secretarial, or office support experience plus three (3) years of responsible parks and recreation experience. Experience with public communications on multiple platforms such as, but not limited to websites, Facebook, Instagram, Twitter and other social media outlets.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

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Physical: Perform simple grasping and fine manipulation. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, sit, stand, reach, push, and pull drawers open and closed to retrieve and file information. May occasionally lift and carry reports and records that typically weight less than 20 pounds as well as move tables and chairs and other objects that weigh less than 40 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Smell: Work in an environment where there may be noxious odors.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.