

**CECSD General Manager/Secretary**  
**Job Descriptions and Duties – Third Revision July 24, 2013**  
**Policy number 2000**

Ongoing Duties

1. Serves as advisor to the Board of Directors on issues directly related to Board functions.
2. Prepares, executes and documents resolutions and ordinances adopted by the Board. The GM uses his/her discretion to contact legal counsel on resolutions and ordinances as necessary.
3. Advises Board on their actions to keep in compliance with the Government Code, Brown Act, and other governing instruments that the Board is obligated and bound to obey.
4. Provides an office facility for maintaining files, handling telephone calls, handling fax transmissions, assisting with the gate system, and exchanging computer email communications.
5. Monitors and confirms that all expenditures are within budgetary limitations per legal requirements. Arranges for timely budgetary amendments by the Board if necessary.
6. Monitors and records mileage for CSD reimbursement purposes.
7. Monitors and records hours worked on CECSD duties.
8. Satisfies requirements of outside agencies and organizations (SDRMA, CSDA, El Dorado County, LAFCO, Post Office, etc) by updating information forms, paying dues etc. in a timely manner. Certain issues may need to be reviewed by the Board in a meeting.
9. Acquires and maintains knowledge of modern office equipment—computer, fax, printers, copiers, etc. Has the ability to write reports, business letters, compose correspondence independently, transcribe, and maintain cooperative relationships with those contacted in the course of work. Should be able to plan, organize, analyze data and draw logical conclusions and must be able to communicate with the public.
10. Maintains office equipment, orders and maintains office supplies and products for District.
11. Assists with gate operations, maintenance, repairs, input of data and resident information.
12. Researches information pertinent to the affairs of the District.
13. Maintains updated contact information of the residents of the District.

### Daily Duties

1. Handles telephone and written correspondence, checks emails, voice mails and responds. These communications should be kept to a minimum and only regarding road issues and matters that affect the district. Supplies information to the public regarding board matters.

### Several Days a Week Duties

1. Check Post Office box.

### Weekly Duties

1. Update CECSD Website.

### Biweekly Duties

1. Complete Payroll Time sheet and submit to El Dorado County Auditor- Payroll Office.

### Monthly Duties

1. For Bimonthly regular meetings and special meetings (held when President calls for meeting as needed). Prepares Director's packets and agenda and posts along with signage, 72 hours before meeting on all 3- entrance boards. Emails agenda and meeting materials (prior meeting minutes, county financial reports, and any paperwork pertinent to an agenda item) to Directors the Monday prior to the meeting. Sets up the meeting room and attends all board meetings every other month and any special session meetings. Maintains complete records of the proceedings and regular meeting and special session meetings of the Directors. Takes meeting minutes, transcribes, edits, and copies original in a minute binder.

2. Checks room availability and Light of the Hills church calendar for regular meeting conflicts. Obtains key for Regular and Special Board meetings from Light of the Hills Church Office.

3. Reviews bills, prepares claim voucher for payment, and prepares invoices and copies. After Board approval (signed by two directors) sends payment authorization (vouchers) and original bills and invoices to the El Dorado County Auditor/Controller for processing and payment of vendors via email and hardcopy.

4. Maintains a complete and accurate record of district proceedings in binder format. Reviews county financial reports including the revenue and expenditures, and balance sheets from the Auditor/Controller of the County of El Dorado.

5. Prepares newsletter for distribution via email (special consideration for postal mailing for those residents who do not have internet).

6. Manages credit card matters and makes payment within allotted time. Certain expenditures may require Board approval.

### Quarterly Duties

1. Payment of Sonitrol Security Maintenance Fee.
2. Prepares report documents and payment for State Fund Workers Compensation.

### Annual Duties

1. Employs the services of an outside auditor, subject to the approval of the Board of Directors, to conduct an audit every other year of the financial records of the district. Assists in preparation of annual audit. This can be annual or biennial.
2. Prepares annual road bid packages, legal notices, notices to contractors, advertises in trade journals, attends additional meetings as needed, and mails packages to interested contractors.  
Accompanies one or more road committee members at the prebid walk through.
3. Obtains, maintains, and reviews annual parcel listings secured from the County Assessor for assessment purposes. Prepares each parcel special tax assessment (direct charge) for use by County Auditor in the format they designate. Create direct charge packet as directed, including Resolution and forms provided by the county. Reviews legal notices and resolutions.
4. Prepares annual budget and resolution for adoption by the Board of Directors. Reviews prior year budget, edits, publishes legal notices, attends meeting, prepares package, and writes resolution. After adoption provides copies to governmental agencies.
5. Calculates and prepares resolution for appropriation limitation. Reviews prior year and information from state and prepares legal notices.
6. Prepares and files with the state the annual State mandated cost reimbursement packet.
7. Prepares the annual Financial Transaction Statement and files with the State.
8. Collects bids and prepares contract for weed spraying operation each year with Board approval. Posts signs at three entrance gates.
9. Signs agreement and usage documents for use of Light of the Hills Church for board meetings.  
Provides additional insurance coverage documents naming LOTH as additionally insured.
10. Collects fees from MetroPCS and Crown Castle (CC Holding) and EID per the Road Use Agreement.

11. Submits year-end financial report to El Dorado County.
12. Serves as member of committees appointed by the Board and with Board approval.

#### Periodic Duties

1. Reviews mailing lists and updates.
2. Every two years: Prepares Resolution for Conflict of Interest. Review Conflict of Interest Code.
3. Every two years: Prepares necessary documents for Ballot measures and elections (Resolutions, post notices, etc.), and submits to El Dorado County elections department in the required time period.
4. Reviews records and manages files as needed. Destroys or disposes of records under the Government Code Guidelines as directed by the Board of Directors.
5. Attends meetings of other agencies as a representative of Cameron Estates Board of Directors.  
Attendance at workshops requires Board approval.
6. Facilities Easement Maintenance Policy: Draft and send notification by certified mail to resident with estimate of cost to district to have the work done. After 30 days if no action, send bill to owner. If no payment, calculate initial 10% penalty and 1% per month thereafter per parcel. In June, file a report for the Board describing each affected parcel and the amount of charges and delinquencies for each parcel for the year. By mail notify each homeowner of affected parcels of public hearing (as well as publish public hearing notice in Mt. Democrat newspaper) once a week for 2 successive weeks. Before August 10<sup>th</sup> of each year, file a final report with El Dorado County Auditor for billing on the tax roll.
7. Order signs, equipment, and supplies for maintenance and repair of district roads.
8. Hire outside labor as needed for District repairs and maintenance. Hiring outside labor requires Board approval.
9. Prepare and submit documents for Use of CSD roadways and annexation requests. All correspondence or documents received by GM from other agencies should be passed onto Board to review.
10. Reviews policies and procedures.
11. LAFCO Municipal Services Review—prepares report and updates as necessary with input from the Board approval needed.