

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

<b>WORKING TITLE OF POSITION</b> Administrative Officer 1, Supervisor	<b>REPORTING UNIT</b> 726	
<b>DIVISION</b> Statewide Programs	<b>LOCATION</b> Backcountry/WSP – Fortuna, CA	
<b>CLASS TITLE</b> Administrative Officer I, Supervisor	<b>POSITION NUMBER</b> 533-726-4590-902	<b>EFFECTIVE DATE</b> x/xx/2023

**SUPERVISION EXERCISED**

<u>NUMBER</u> 1	<u>DIRECT SUPERVISION CLASSIFICATION</u> Management Services Technician
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Effective on the date indicated, the employee performs the following duties and responsibilities:

(Relative Time Required)	Under the direction of the District Director, the Administrative Officer is responsible for the following duties:
35%	<p><b>Estimates projected expenses and oversees the day-to-day maintenance of the district’s budget</b></p> <ul style="list-style-type: none"> <li>▪ Reviews budget on a routine basis and recommends effective courses of action to operate within allocated budget amounts</li> <li>▪ Assists in development of special repair, equipment, and capital outlay funding requests</li> <li>▪ Maintains accurate and up-to-date accounting records of all expenditures to ensure a sound audit trail</li> <li>▪ Tracks and verifies grant-related billing and disbursements administered to the district</li> <li>▪ Audits statements and ensures proper use of all petty cash funds and CalCard credit cards</li> <li>▪ Prepares monthly fiscal review spreadsheets and other required reports</li> </ul>
25%	<p><b>Oversees district procurement processes</b></p> <ul style="list-style-type: none"> <li>▪ Prepares and monitors contracts, purchase orders, service orders, and other agreements to ensure that expenses are maintained at appropriate levels and provides status reports as requested</li> <li>▪ Manages processes related to departmental and state fiscal systems such as FI\$CAL and Fiscal System II</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Manages reconciliation processes for district accounts</li> <li>▪ Makes recommendations on future purchases of vehicles, equipment, services, and supplies</li> <li>▪ Maintains record management and retention schedules</li> <li>▪ Provides information and assistance to appropriate staff regarding the financial aspects of facility operations</li> <li>▪ Ensures accuracy of property, equipment, and facility inventories</li> </ul>
<p>20%</p>	<p><b>Provides daily supervision of staff assigned to administrative functions, personnel, vehicle, and on-site services for the district</b></p> <ul style="list-style-type: none"> <li>▪ Schedules staff to provide office coverage at district facilities.</li> <li>▪ Assures completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record keeping. <ul style="list-style-type: none"> <li>- Oversees staff creation and management of personnel files (e.g. timesheets, stipend distributions, Corpsmember (CM) agreements, hiring documentation, program enrollment, safety compliance, background checks, and program exit documentation)</li> <li>- Oversees staff creation and management of program, grant, contract, and billing files</li> <li>- Oversees district processes related to shipping and receiving, expense reimbursements, billing, file organization and file retention</li> </ul> </li> <li>▪ Completes performance evaluations, provides training, and ensures appropriate disciplinary action is taken if necessary.</li> <li>▪ Responsible for the reporting and proper documenting of employee and CM work-related injuries.</li> <li>▪ Responsible for file retention and timely correspondence regarding Workers' Compensation insurance.</li> <li>▪ Responsible for management / retention of staff and participant field-related files.</li> <li>▪ May respond to emergencies.</li> </ul>
<p>10%</p>	<p><b>Responsible for vehicle tracking, inspections, repairs, and maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Oversees all vehicle inspections, repairs, and maintenance</li> <li>▪ Ensures that vehicle operators follow maintenance schedule and safe operating techniques and standards for vehicle repair and use</li> <li>▪ Oversee departmental telematics system (Geotab) for district vehicles and drivers</li> <li>▪ Reviews DMV pull notices, vehicle operator records and schedules needed repairs</li> <li>▪ Prepares quarterly vehicle reports</li> </ul>

10%	<p><b>Works with appropriate staff to arrange for repair and upgrade of facilities as needed</b></p> <ul style="list-style-type: none"><li>▪ Responsible for upkeep, repair, and maintenance of district facilities to maintain safe, clean, and well-organized environment</li><li>▪ Functions as staff contact person for Environmental Health and other state and local inspectors</li></ul>
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Employee's Name

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Supervisor's Name

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Employee's Signature                      Date

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Supervisor's Signature                      Date