



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Management Services Technician	549-732-5278-002
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Central Valley District		MST	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Facilities		Columbia SHP	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961			
POSITION DESCRIPTION			
<p>Under the supervision of the Park Maintenance Supervisor, the Management Services Technician (MST) works as part of the administrative support for the facilities department. The MST is responsible for supporting the Administrative Services and Fiscal operations. This position will provide purchasing expertise and services to all levels of staff within the district and will independently review, analyze, process, and prepare responses to a variety of forms, documents, and correspondence pertaining to purchasing and payment methods. This position is responsible for district accounting and auditing including creation of reports for supervisory review.</p>			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	ACCOUNTING & TRACKING Acts as an approving official for PCards. Compiles information from field staff. Prepare vehicle tracking reports. Reconciles and inputs field data in Maximo. Point of contact between field staff and Accounting Services for accounting issues. Reconciles and corrects FI\$CAL and Fiscal Tracking System expenditures for accuracy and completeness. Collects and reviews statistical information and documents for accuracy and completeness in order to assist in the budgeting process as needed. Maintains the District's filing system and record management. Maintains accounting manuals, logs, catalogs and contract binders. Purges and stores accounting documents in accordance with the Records Retention Schedule. Tracks Vehicle Utilization Reports and updates Park Infrastructure Database as needed.		
25%	PURCHASING Process purchasing documents such as purchase and/or supply orders, Agreement for Services, Authorization for Payment, printing requisitions, revolving fund checks and PCard purchases. Prepare the mission critical expenditure request and agreement for services forms, when required. Review purchase documents prepared by staff for completeness and accuracy. Point of contact between field staff and procurement services for purchasing issues. Research and generate history corrections on accounting discrepancies. Purge and store purchasing documents in accordance with the Records Retention Schedule.		
15%	HIRING SUPPORT Assists supervisors with all required documentation for the appointment and separation of all permanent and seasonal employees for the Facilities Program. Ensures all rules and regulations		

	are followed in hiring process. Assists in setting and calendaring interview panels. Prepare orientation packets for new employees. Develop Seasonal Orientation Meetings, including location for the meeting, sending email notifications, and creating agenda . Tracks evaluation reporting to ensure supervisors submit Seasonal Evaluation Reports on time. Monitors seasonal expiration dates and notifies appropriate supervisors of pending separations. Processes permanent separation documents and computes lump sum leave balances. Ensures collection of state property.	
15%	ADMINISTRATIVE SUPPORT SERVICES Keeps District Maintenance Chief advised on potential budget and personnel related issues. Serves on District committees when assigned. Acts as a member of Facilities Management Team. In absence of the other staff, assist with administrative backup including front desk coverage and mail processing.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office environment, daily and frequent use of personal computer and a variety of office software applications at a workstation. Frequent standing, walking, sitting, lifting, carrying, reaching in front of body or overhead and climbing stairs. There may be a need for pushing and pulling, fine finger dexterity, hand and wrist movement, use of hearing, speech, and sight. The employee may occasionally experience stooping and bending or crouching and kneeling.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. The variety of duties requires the ability to exercise a high degree of initiative and independence in work related to the daily management and operation of the district		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE