



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Management Services Technician	549-935-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Management Services Technician (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast District Office	District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Supervisor I
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		
This position will work under supervision of Supervisor I. The incumbent's essential functions include providing front desk, business and fiscal support, purchasing, processing utility and contract payments.		
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	
35%	Accounting In the Financial Information System for California (FI\$Cal), process all district utility invoice payments using the Voucher module for districtwide meters, which includes electric, gas, water, and sewer. Report to supervisor any utility meter increase, duplicate charges, and other issues associated with billings. Reconcile vouchers to verify payments are made in a timely manner. Work closely with utility vendors in reconciling any discrepancies on accounts such as incorrect charges, credits, adjustments, or past due balances. Process any transfer of a utility meter to or from state utility accounts. May assist accounting staff with processing Office Revolving Fund Expense Advance (DPR 61), open invoices, and CalCTRA purchases. Assist contract analyst with submitting vouchers for contract invoices. Submit Desktop & Mobile Computing Request (DMCR) e-Form as needed for IT supplies such as cameras, monitors, and keyboards.	
30%	Telecommunications Serve as District Agency Telecommunications Representative (ATR), monitors district phone line authorization, ensuring the district does not exceed authorizations for cell phones and land lines. Process telecommunication orders for new phones, troubleshooting, telecommunication requests (STD 20), activation of cell phones and following contract guidelines (WSCA). Maintain inventory of landlines and cellphones, tracking expenditures per sector. Complete DPR 16 and submit purchase order (PO) in FI\$Cal for purchasing new Personal Communication Devices, following procurement procedures.	
15%	Utility Usage Tracking Enter in month usage and cost for each utility meter within the District, which includes 11 park units, 2 sector offices, and 1 District office, in an internal database to assist the Maintenance Supervisors and Chiefs on any overages or water leaks. Using our excel tracking sheets and	

	FI\$Cal, process, and report monthly water meter usage to Facilities Management Division's Analyst.	
10%	Administrative Support Assist reception in directing office visitors, answering and redirecting calls, provides general information to the public and sells passes to park visitors. Back up for incoming, outgoing mail and payroll distribution. Drive to post office as needed. Assist accounting and personnel department with various projects and filing. Maintain training and conference room schedules for the District Office. Process monthly office supply order and update inventory as needed. Assist with monthly Division of Boating and Waterways exams.	
5%	Accountable Documents Order, issue, and track District accountable documents to include passes, deposit slips and bank deposit bags, and distribute to the field staff per department guidelines. Drive to bank for deposits. Audit and record discrepancies of all accountable documents to direct supervisor. With guidance from the District Administrative Supervisor, will dispose of expired passes and accountable documents per department guidelines.	
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		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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