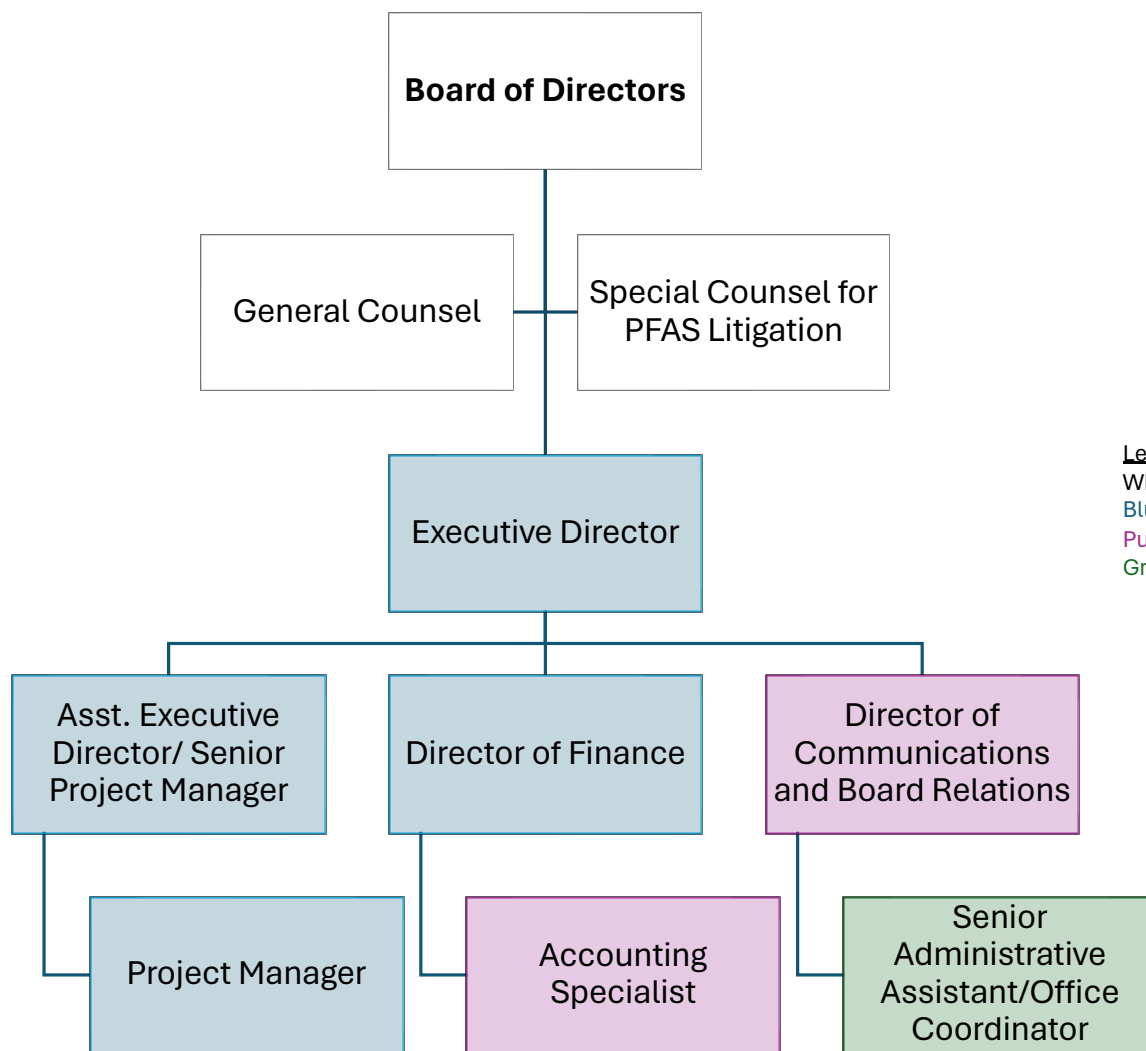


San Gabriel Basin Water Quality Authority Proposed Organizational Structure



Legend:
White-Board of Directors
Blue-Existing Position, No Change
Purple-Existing Position, Change
Green-New Position



DRAFT

Accounting Specialist

Job Summary:

The San Gabriel Basin Water Quality Authority's (SGBWQA) Accounting Specialist is an entry-level position that is responsible for assisting with the management of SGBWQA's financial accounts and performing functions related to accounts payable, accounts receivable, payroll processing, and financial record keeping.

Reporting Information:

- This position reports to the Director of Finance.

Duties and Responsibilities:

- Tracks, codes, and verifies accounts payables; enters invoices into accounting software, post invoices, and prepares payments.
- Codes disbursements to appropriate accounts and enters revolving disbursements into the accounting database software.
- Tracks, codes, and verifies accounts receivables; enters deposits into accounting software.
- Prepares project billings as directed.
- Closes out the monthly payables and receivables accounts once they are reviewed and approved; assists with SGBWQA bank account reconciliations.
- Works with the Director of Finance to develop paperless processes and procedures.
- Performs banking duties under the direction of the Director of Finance.
- Maintains physical and electronic files. Scans documents as required.
- Creates basic correspondence, reports, records, applications, and other types of documents.
- Arranges, assembles, and prepares designated information for projects.
- Prepares quarterly and year end payroll tax returns.
- Prepares annual payroll reports including W-2 forms and 1099 forms.
- Serves as a second person of accountability for auditing purposes.
- Performs duties using computer applications such as Sage 100, Microsoft Excel, and Microsoft Word.
- Performs all other duties as assigned.

Salary Range:

\$4,553.00 to \$7,950.00 per month.



DRAFT

Director of Communications and Board Relations

Job Summary:

The San Gabriel Basin Water Quality Authority's (SGBWQA) Director of Communications and Board Relations has two primary areas of responsibility. As the Director of Communications, this role is responsible for managing all communications activities and building external relationships with SGBWQA's various stakeholders. As the Director of Board Relations, this role is the lead point of contact for the SGBWQA's Board of Directors.

Reporting Information:

- This position reports to the Executive Director.
- The Senior Administrative Assistant/Office Coordinator reports to this position.

Duties and Responsibilities:

- Informs the public of SGBWQA's activities, including the activities of the members of the SGBWQA Board of Directors.
- Maintains SGBWQA's social media presence, including the website and other social media channels.
- Prepares and distributes press releases.
- Manages the consulting relationship with SGBWQA's publications/communications consultant.
- Manages the consulting relationship with SGBWQA's educational consultant.
- Coordinates and implements SGBWQA special events and functions.
- Attends all SGBWQA Board of Directors meetings.
- Coordinates and schedules SGBWQA Board of Director and Board Committee meetings.
- Prepares SGBWQA Board of Directors and Board Committee meeting agendas, packets, exhibits, and minutes, including publication of all required public notifications.
- Drafts SGBWQA Board of Directors and Board Committee resolutions.
- Prepares and conducts SGBWQA Board of Director elections for city representatives.
- Coordinates and makes travel arrangements for SGBWQA Board of Directors members.
- Submits SGBWQA Board of Directors members' expense statements.
- Serves as the primary point of contact for all SGBWQA Board of Director members and all SGBWQA Board of Director related matters.
- Maintains discretion and confidentiality regarding all SGBWQA Board of Directors and SGBWQA Board Committee meetings, activities, and decisions

Salary Range:

\$10,122 to \$15,692 per month



DRAFT

Senior Administrative Assistant/Office Coordinator

Job Summary:

The San Gabriel Basin Water Quality Authority's (SGBWQA) Senior Administrative Assistant/Office Coordinator is responsible for providing general administrative support to SGBWQA staff and Board of Directors members. This position coordinates office functions and is responsible for records management.

Reporting Information:

- This position reports to the Director of Communications and Board Relations.

Duties and Responsibilities:

- Answers incoming phone calls; routes callers to appropriate staff members.
- Maintains physical and electronic files. Scans documents as required.
- Administers Laserfiche database and records management.
- Creates basic correspondence, reports, records, applications, and other types of documents.
- Schedules SGBWQA and public meetings.
- Assists visitors at front counter and directs visitors to appropriate locations and staff members.
- Sorts and distributes incoming and outgoing mail.
- Coordinates and orders meals for SGBWQA's Board of Directors, staff, and public meetings.
- Prepares conference room for public meetings.
- Orders and maintains office supplies, including conference room supplies and breakroom supplies and beverages.
- Arranges, assembles, and prepares designated information for projects.
- Serves as SGBWQA's alarm contact.
- Serves as a backup to the Director of Communications and Board Relations solely with respect to the preparation of SGBWQA Board of Director and Board Committee meeting agendas and minutes, in the absence of the Director of Communications Board Relations.
- Coordinates IT consultant and staff software support.
- Provides administrative support as needed to all executive staff.
- Performs all other administrative duties as assigned.

Salary Range:

\$4,553.00 to \$7,950.00 per month.