



July 24, 2020

The Kinneloa Irrigation District is recruiting for the position of *Office Manager* Salary: \$47,380 – \$77,126 annually

Description of the agency: The Kinneloa Irrigation District (KID) is a very small public water agency that serves approximately 600 retail customers in a portion of Unincorporated Los Angeles County adjacent to the City of Pasadena. The primary source of the KID's water is from the Raymond Basin aquifer from which the KID has 516 acre-feet adjudicated pumping allowance. The KID also has nine water supply tunnels, five of which supply water directly to the KID system and four tunnels release water in the local spreading basins. The KID does not purchase supplemental imported water but does have emergency interconnection points with the City of Pasadena.

The KID is governed by a five-member Board of Directors, each elected by the public to represent a specific portion of the service area. The KID's only source of revenue is from water sales and the current total budget is about \$1.5 million.

The KID offers an amicable small system/small office work environment with a dedicated professional team and is located 3 miles north of the 210 freeway in the foothills of the San Gabriel Mountains.

Additional information is available on the District's website at <http://kinneloairrigationdistrict.info>.

Education and Experience: The qualification guidelines generally describe the knowledge and ability required to enter the job and to successfully perform the assigned duties. However, because of the nature of our organization, a wide array of education and experience is preferred since our employees are often called upon to perform duties of other employees to cover vacations and personal time off. On-call, weekend, holiday or evening work is required for some positions.

CalPERS Retirement Plan: Effective January 1, 2013, newly hired full time employees who are new CalPERS members, as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA), will be enrolled in the CalPERS 2% at age 62 defined benefit plan with three-year final compensation in accordance with PEPRA. New members will be required to pay fifty percent of the normal pension costs as their full share of the member contribution. An employee who is a "classic" member of CalPERS or a current member of another California public retirement system, will be enrolled in the CalPERS 2% at 60 benefit formula. Classic members pay employee share of pension contribution.

Employee Benefits: The KID offers a benefit package to full time employees including medical, dental and vision insurance, paid vacation and personal time off based on length of service.

Application Procedure: All applicants interested in being considered for a position must request and submit a completed application and may also submit supplemental information such as a cover letter and résumé. All applications will be evaluated in relation to the criteria outlined in the job posting and the complete job description. Highly qualified candidates with the most relevant qualifications will be invited to continue in the selection process which may consist of a phone interview, in-person interview, skills assessment, and/or other appropriate screening methods. Employment is contingent upon successful completion of a background investigation.

The Position:

[General Job Description](#)

The Office Manager, under supervision by the General Manager, provides office administrative and accounting support to the General Manager and the Board of Directors as well as assisting other employees in all areas of operations, human resources and administration.

Qualifications and Required Skills

Minimum qualifications are graduation from high school plus several years of clerical, customer service, financial record keeping and payroll experience. Position requires a high level of computer proficiency in word processing, accounting, spreadsheets and customer management systems. Information technology experience with computer hardware and software is desirable. A college degree or certification in engineering, accounting, business or management is preferred. An interest in learning and participating in field operations is desirable. Position requires a variety of skills to perform routine to difficult clerical work in the preparation and maintenance of financial, accounting and statistical records. The position requires the use of a computer to prepare, edit and print varied written materials and the employee may be required to transcribe material from voice to text. Employee may be assigned to handle confidential matters and special projects.

Higher Education/Continuing Education

Position requires participation in onsite, online and outside training to improve knowledge and skills. Pursuit of a college degree or certification in engineering, accounting, business or management is encouraged.

Customer Service Functions

Customer service functions include greeting visitors in person and on the telephone, processing mail, and performing other regular office functions including filing and ordering office supplies; setting up new accounts, processing customer requests to discontinue water service, answering general customer inquiries; processing payments, preparing bank deposits and following up on delinquent accounts.

Accounting Functions

Accounting functions include making entries in the District's accounting system, preparing financial reports and reconciling bank statements.

Managerial Functions

Managerial functions include supervising an Administrative Assistant and providing oversight of the general office functions.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Adhere to the District's policies and procedures as well as maintain compliance with regulatory and state/federal requirements and the District's contracts and agreements.
- Meets with General Manager to review activities and functions.
- Schedules meetings and maintains calendars for staff, helps to prepare agendas and meeting documents.
- Prepare and submit payroll.
- Pickup mail and payments from drop boxes and provide various courier functions.
- Enter customer payments, accounts receivable and accounts payable in accounting system and customer information system.
- Print Accounts Payable checks.
- Submit water quality and other reports to regulatory agencies.
- Schedule and coordinate customer work orders with field staff.
- Orders, maintains inventories, and reconciles purchases of office supplies, materials and special purchases related to department operations.
- Receive telephone calls, take and forward messages, refer callers to appropriate staff, and respond to requests for information and assistance from customers, vendors and regulatory agencies.

Request an employment application by email to kinneloa@outlook.com or you may download it from <https://www.kinneloirrigationdistrict.info/employment>.

Sincerely,



Melvin L. Matthews
General Manager