

White Mountain Lakes County Recreation Improvement District

Job Description - Administrator

Summary: Under general supervision, manages activities, programs, and finances associated with the White Mountain Lakes County Recreation Improvement District. Reports to the Clerk of the Board of Supervisors/District.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Answers phone calls and in person inquiries from District members and the public.
- Responds to email and phone message inquiries.
- Administers guest pass program.
- Administers daily patrol activity.
- Enters data into various computer applications and logs.
- Develops and maintains current membership databases, lists, and forms (Member authorization and rescission for renters, etc.)
- Performs District facility maintenance.
- Attends all Community Town Hall meetings, sends out notifications, prepares and posts all notices according to open meeting laws, takes notes for minute summary, and prepares meeting packets.
- Manages District Finances and submits billings to County for payment.
- Communicates with County as needed regarding billing, etc.
- Submits financial reports to the Clerk of the Board of Directors for review. (Monthly cash flow reports, year to date cash flow reports, annual budget projection, and annual cash flow projection, etc.)
- Assists in calculating District taxes.
- Assists in managing the District's website.
- Responds to all Public Records Requests.
- Develops quarterly reports of all District Activity and presents to the Board of Directors.
- Supervise and manage Lake Patrol/Maintenance District employees.

Knowledge and Skills:

- Knowledge of bookkeeping principles, practices and methods.
- Knowledge of Open Meeting Law
- Knowledge of file and records maintenance and retention.
- Skill in operating common office equipment including computers and associated accounting and office software. (Microsoft Word, Excel, Outlook, etc.)
- Skill in managing material and human resources.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

High School Diploma or G.E.D.; AND five years managerial experience; prior work experience in a government setting preferred; AND valid Arizona Driver License.