



Bridgeport Public Utility District

A special district of Mono County California

EST. April 2, 1947

The Mission Statement of Bridgeport Public Utility District is to provide consumers with safe, reliable, and sustainable drinking water and wastewater treatment services at the lowest reasonable rates.

+ Job Title and Overview - Office Manager

To coordinate and perform a variety of complex, technical, and responsible paraprofessional fiscal and administrative duties in support of the Utility District function; perform a variety of general clerical-administrative duties throughout the district including assisting with front-line customer support and processing requests for service, including telephone and over the counter support; assist field staff in support of operational activities; perform related administrative work including utility billing, adjustments, new services, month end reports, annual service charge delinquency filing, payroll support, accounts payable and receivables, purchasing and receipting, data entry and database management; and perform related duties.

+ Essential Job Functions

- Front-line customer service - answering phone calls, office and clerical work, front desk management
- Bookkeeping - accounting payable and receivable, billing, data entry, payroll
- Board meetings - scheduling, agenda, minutes, Brown Act compliance
- Financial overview and maintenance - deposits, bank signing, reconciliation
- Assisting field team - support, orders, research

+ Education and Experience

- Completion of high school/GED
- 2 years performing accounting, payroll, or utility work in an office environment or Associate Degree from an accredited College or University with a degree in Public Administration, Business Management, or Accounting is desired
- Valid California Class C Driver's License
- Quickbooks experience preferred

+ Compensation and Benefits

- Starting wage is \$18 per hour depending on experience w/6-month probation increase
- 20-hour work week
- Option of reimbursement at 50% for Covered California Health and Dental Insurance

+ Working Conditions

Working Conditions	Details
Hours of work	20 hours per week. Monday through Friday
Ability to	<ol style="list-style-type: none">1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings, or interpret and explain District policies and procedures.2. Explain/interpret rules, regulations, and District policies.3. Use modern office equipment and software, such as standard word processing, spreadsheet, and database applications.4. Open, date, screen, sort, route, and process mail.5. Process customer payments over the phone, through online payment systems, and in person. Including processing bank downloads and uploads into the payment processing systems.6. Prepare, classify, index, file, log, and locate various materials according to established filing systems; set up new files, following policies and procedures.7. Data entry and database management for various records and processes including utilities, maintenance records, personnel, and purchasing. As well as providing backup support for payroll processing, accounts payable, and receivables.8. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.9. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, and proofread material for grammatical, numerical, and clerical accuracy.10. Maintain attention to detail despite frequent interruptions and changing work priorities, and respond to changing demands with flexibility and innovation.11. Operate computers and associated remittance processing equipment focusing on billing, accounting, and record-keeping functions.

	<p>12. Operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.</p> <p>13. Complete assignments as directed.</p> <p>14. Recognize and maintain confidentiality</p>
Work environment	Office setting connected to warehouse building; work is normally performed in an office environment; continuous contact with staff and customers.
Knowledge of	<p>1. Public relations and customer service.</p> <p>2. Utility district policies and procedures.</p> <p>3. Safe work practices as defined by Cal-OSHA</p> <p>4. Business letter writing formats and technical report preparation. English usage, spelling, punctuation, and grammar.</p> <p>5. Modern office equipment and procedures including use of word processing, databases, and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.</p> <p>6. Cash handling, banking, and payment processes.</p> <p>7. Complex filing systems management and document administration.</p> <p>8. Interpretation and knowledge of the assessor's parcel maps and property transfer and recording processes.</p> <p>9. The District's Mission, Vision, and Core Values.</p>

+ Physical Requirements

- Sit for extended periods; Frequently stand and walk
- Normal manual dexterity and eye-hand coordination
- Lift and move objects weighing up to 40 lbs

+ Evaluation and Review

- 6-month probationary period