



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION BOARD MEMBER / DIRECTOR

DEFINITION

Serves as a member of the elected Board of Directors of the Olympic Valley Public Service District. Represents the public and is vested with the duty to oversee District affairs.

DESCRIPTION

Board members work collectively as a legislative body to accomplish the mission of the District through policymaking and general direction to District management.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Participate in all regular and special Board and Committee Meetings. Board meetings are typically the last Tuesday of the month at 8:30 a.m. except for November and December which may be earlier due to holidays.
- Solicit public opinion.
- Communicate with constituency.
- Represent the District in the community.
- Set District policies, guidelines and priorities.
- Review and approve goals, budgets, plans and programs.
- Review Agendas, Board Packets, reports and other written materials.
- Sign checks at the District office.
- Attend District ceremonies and functions.
- Attend conferences and training, see Education section below.
- Work cooperatively with other Directors, management, and the public.

MINIMUM QUALIFICATIONS

Directors must be a registered voter within the boundaries of the Olympic Valley Public Service District and fulfill the duties listed above.

EDUCATION

- First-term Directors are required to attend and complete California Special Districts Association's *Special District Leadership Academy*.
- Directors may be asked to complete continuing education credits to earn insurance premium savings.
- Completion of state-required training in Ethics and Anti-Harassment every two years.
- Additional training will be available at Director's request and may be suggested based on experience and performance.

KNOWLEDGE

- Meaning and intent of the Water Code under which the District is organized, the Brown Act (Open Meeting Law), Fair Political Practices Act and District regulatory ordinances.
- Awareness of State and regional environmental law, taxation law and public sector labor law.
- Familiarity with District water and sewer systems, Fire Department operations, and regional treatment facilities.
- Cognizance of maintenance and operations programs and services in the Utility and Fire Departments.
- Intent of District budgets, financial plans and related fiscal matters.
- Content of District Master Plans.
- Procedures for simple parliamentary actions.
- Duties, organization and distribution of District personnel.
- Specialized knowledge is not a prerequisite to assuming office.

SKILLS AND ABILITIES

- Make critical decisions on major issues with long-term implications.
- Communicate clearly and concisely.
- Awareness and understanding of public affairs.
- Practice leadership methods and cooperative teamwork.
- Exercise good judgment and ethical standards.
- Ability to analyze situations and adopt an effective course of action.

HOURS OF WORK

Directors work flexible schedules and typically devote 10 to 20 hours per month to official duties. Directors are elected to serve four-year terms.

COMPENSATION

The current Director's compensation is \$600 per month for attendance at all regular, special, and committee meetings of the Board and all Board-directed outside meetings. A \$6,000 / year health care reimbursement of qualified medical expenses for each Director and eligible family members is also included. Actual business and travel expenses in connection with official duties are reimbursed at cost. Directors must complete withholding forms for income tax purposes.

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