

A Policy of the Gualala Municipal Advisory Council

(Adopted 1 July 2010)

Policy Regarding the Position of GMAC Administrator:

The GMAC members wish to adopt a formal and consistent protocol regarding the position of Administrator and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following when hiring said Administrator:

1) Desired minimum qualifications:

a. Education and experience:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping.
- Two years of increasingly-responsible related experience, or any equivalent combination of related education and experience.
- Ability to effectively deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

2) Tools and equipment used:

As required: personal computer (hardware and software); copying machine; calculator; electronic, digital recording device; fax machine.

3) Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

4) Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

5) Selection guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related testes may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the statement of position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the independent contractor and is subject to change by the employer as the needs of the employer and requirements of the job change.

6) This policy will be reviewed and revised as necessary.