



CALWA RECREATION & PARK DISTRICT SPECIAL MEETING AGENDA

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NOTICE AND CALL FOR SPECIAL BOARD MEETING

DATE – Thursday January 30, 2020

TIME - 5:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

INTERIM DISTRICT ADMINISTRATOR

Veronica Luchessa

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Members of the public will have three minutes to comment on items on this agenda.

A. Call to Order and Roll Call

B. Invocation and Flag Salute

C. Approval of Agenda

D. Action Items

1. Consider and Approve Organization Chart and Job Description for the following positions: District Administrator, Administrative Assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee.
2. Consider and approve a Recruitment Process for District Administrator such as:
 - a. Review and approve Job Description

- b. Recruitment timeline
 - c. Folder with Application and Job Description
 - d. Posting Job Opening: office, website, Special Districts Association
 - e. Place Fresno Bee Ad
 - f. Other
3. Consider and adopt Resolution regarding procedures for checks, warrants, or other orders for the payment of money; authorizing persons in specified positions to act as district signatories; authorizing specified positions to pick up validated checks and blank checks stock; and directing staff to update all necessary county and bank documents.

H. ADJOURNMENT

Agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. To receive meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to info@calwarecreation.org.

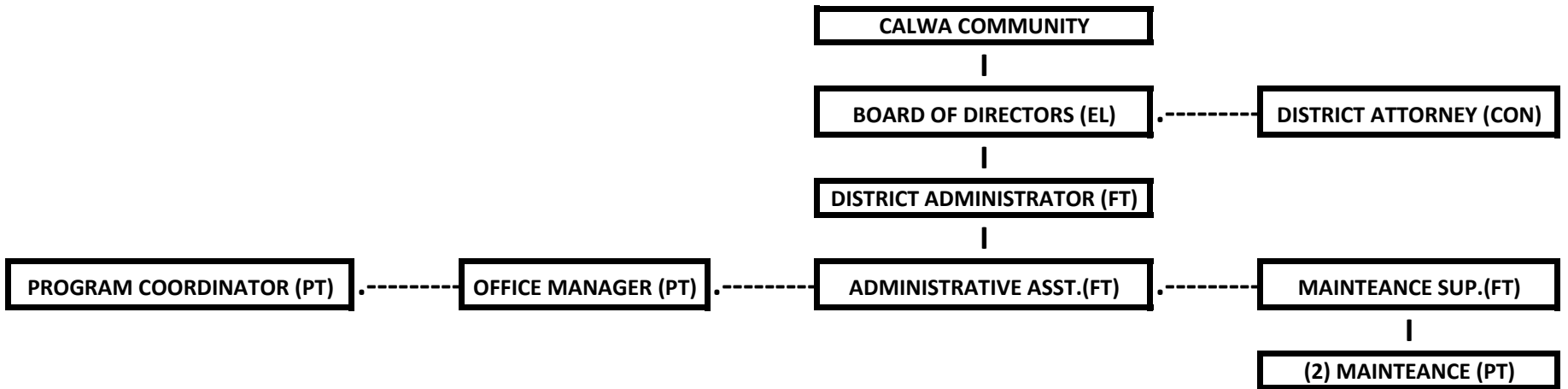
Any writings or documents provided to a majority of the Board Members less than 72 hours before a regular meeting regarding any item on this agenda will be made available for public inspection during normal business hours, at District Office and posted on the District wall. The documents will also be made available on the District's website at www.calwarecreation.org.

NEXT REGULAR MEETING:

February 18, 2020

ORGANIZATION CHART
CALWA REC. & PARK DISTRICT

2020



EL = ELECTED
CON = CONTRACTED
FT = FULL TIME
PT = PART TIME

CALWA RECREATION AND PARK DISTRICT

4545 East Church Avenue, Fresno, California 93725

(559) 264-6867 • www.calwarecreation.org

JOB DESCRIPTION

DISTRICT ADMINISTRATOR

DEFINITION

Under direction of the Board of Directors, plans, develops, and manages Calwa Park facilities, recreation programs, and cultural activities and partners with the Community. The District Administrator performs duties as assigned by the Board of Directors.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the assignment of managerial and administrative responsibilities in managing a comprehensive park and recreation program. The District Administrator exercises considerable independent judgment and initiative in operating the District within the Board policy framework established by the Board of Directors.

Work involves all phases of District activity to include park planning, operations, and maintenance; District budget and financial administration; and staff supervision. Supervision is exercised over permanent and temporary staff.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to:

- Administer and implement policies, procedures and methods regarding all aspects of a park operation within his or her authority; analyzes existing policies and procedures; and directs adjustments necessary to improve efficiency.
- Evaluate and make recommendations to the Board for new programs and policies.
- Prepare Agendas for Board of Directors Meetings.
- Communicate with the Board of Directors as needed to keep them informed on District business.
- Prepare necessary reports and correspondence.
- Prepare District budget and administer revenue and expenditure of funds. Identify and acquire new income streams.
- Direct the administrative functions of the District including purchasing, organizing, and fiscal management.

- Insure compliance with local, county, state, and federal requirements, employer obligations, and environmental regulations.
- Conduct park rentals in compliance with District Policies and Procedures.
- Develop a long range plan for District growth, to include recreational planning, construction, and remodeling of existing facilities.
- Recruit, select, train, direct, supervise, and evaluate full and part-time staff establishing and maintaining an effective working relationship.
- Develop and direct an effective public relations program.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

OTHER JOB FUNCTIONS

- Research and apply for Federal, State, County, and private grants.
- Work hours must be flexible, working evenings, weekends, and holidays as needed.
- Regularly inspect park and facilities to ensure operation efficiency and safety.
- Speak for and represent the District before civic groups where the application of good public relations is essential. Maintain effective relationships with the general public and various community, state, and county officials.
- Investigate accidents, injuries, and acts of vandalism on District property.
- Execute events that are sponsored or co-sponsored by the District.
- Perform other related tasks as assigned by the Board of Directors.
- Oversee website updates and development.
- Conduct research and surveys on a variety of park-related issues, to include the recreational and cultural needs of the District residents and trends in park administration.

QUALIFICATIONS

Knowledge of:

- Fiscal management, including budget preparation and cost control methods.
- The principles and practices of park and recreation planning.
- The principles and practices of public administration, including public relations, organization, and personnel management.

- Local government agencies and their requirements (such as the Brown Act, Public Records, Conflicts of Interest, Budgets, and Purchasing).
- The supervisor process and principles and methods of supervision.

Ability to:

- Communicate effectively.
- Skill in operating a variety of office equipment (such as personal computer, tablets, word processing software, printer/fax machines).
- Read and interpret plans, blueprints, and specifications relating to all facilities.
- Provide financial analysis, recommendations, and fiscal interpretation of data to a broad variety of general public with ranging degrees of expertise.
- Make an analysis and recommendations to the Board of Directors based on studies, community surveys, field observations, and public contacts.

EXPERIENCE AND EDUCATION

The District Administrator must possess a Bachelor's degree from an accredited college or university with major course work in parks and recreation, public or business administration, physical education, or a related field. Work experience in the field of parks and recreation and/or in public agency administration management is desirable.

OTHER QUALIFICATIONS

Must possess a valid California driver's license.

Fingerprint clearance is required.

Must possess CPR and First Aid certification within six (6) months from date of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work activities may require working within an indoor, outdoor, and recreational environment.
- May include performance of recreation equipment set up and take down which would include lifting of tables, chairs, and a variety of recreation equipment.
- Work in extreme heat/rain/inclement weather.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to focus.

Calwa Recreation and Park District Job Description

JOB TITLE: DISTRICT ADMINISTRATOR

BASIC FUNCTION:

Under administrative direction of the Calwa Recreation and Park Board of Directors, plans, organizes, coordinates and directs the programs and activities of the Districts; formulates departmental policies, goals, and directives; provides expert professional assistance to District staff on community services matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This at-will, single position class has district level responsibility for overall policy development, program planning, fiscal management and operation of the Calwa Recreation and Park District as well as special projects as assigned. The incumbent is responsible for developing and implementing district goals, objectives and work standards in addition to furthering district's goals and objectives.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Develop and direct the implementation of goals, objectives, work standards and district administrative policies and procedures; prepare and administer the district's budget.
- Plan, organize, coordinate and direct, in some cases through subordinate supervisors, all community services functions of the District.
- Work closely with the Board members and a variety of public and private organizations in developing programs and implementing projects to solve problems related to district issues.
- Make final interpretations of district regulations and codes and applicable laws and provides technical assistance to staff and board members.
- Determine priorities, review staff work and direct the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Confer with and give guidance to the Board members regarding matters affecting employer-employee relations; provide for the election, work review and professional development of staff.
- Coordinate the formulation of long-range planning, including financial and capital improvement plans for the District.
- Represent the District in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Assist with the review of claims for damages filed against the District and coordinate investigation of claims and communication with risk management joint powers authority and other involved individuals and agencies.
- Direct the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of district records.
- Monitor developments related to the delegated service area evaluates their impact on District operations and implements policy and procedure improvements.
- Evaluate and improve operations to minimize the cost to the Budget.

- Develop and monitor recreational program offerings made available to the community.
- Participate in the District's planning and community development processes, including coordination of building inspection and permitting activities, which may be contracted out to other individuals or agencies.
- Enhance the Districts conservation efforts, i.e. energy and water
- Identify alternatives for service delivery including outsourcing and private sector partnerships.
- Establish and monitor performance standards for the district.

REPORTING RELATIONSHIPS:

This position reports to the Calwa Board of Directors and directly or indirectly supervises all of the District's employees.

QUALIFICATIONS/REQUIREMENTS:

Desirable Qualifications:

Knowledge of:

- Administrative principles and methods, including goal setting, program, and budget development, and implementation and employee relations.
- Principles and practices of municipal community services administration including park design/construction/maintenance, recreation programs, and activities, risk management, claims administration and other assigned topic areas.
- Applicable city, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles of business computer user applications.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex community services/community development programs and services.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Ability to:

- Analyze complex technical and administrative community service problems, evaluating alternative solutions and adopting effective courses of action.
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and District staff.
- Exercise sound independent judgment within general policy guidelines.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain the knowledge, skill and abilities would be:

- Equivalent to graduation from a four-year college or university with major coursework in Parks and Recreation, Public Administration, Business Administration is desired.
- Four years of supervisory or administrative experience in a major community services/community development setting which has included program planning, development and administration.

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment

Physical Standards:

Positions in this class are typically situated in a standard office environment, though supervision of personnel and various work-related activities may result in exposure to the weather, potentially harmful substances and dangerous equipment, and could occasionally require somewhat strenuous physical activity.

**Calwa Recreation and Park District
Job Description**

JOB TITLE: ACCOUNTING/OFFICE MANAGER

BASIC FUNCTION:

Under general supervision of the District Administrator, performs accounting, clerical and record-keeping activities relating to finance/accounting, and other assigned areas. This classification requires employees to have financial record-keeping skills, work independently within a supervised framework of established and standardized policies and procedures and perform a full range of accounting and clerical duties.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Assists the public at the counter and answers telephone inquiries
- Performs detailed accounting and record-keeping work
- Responds to a variety of inquiries and provides information
- Maintains records and account information
- Posts customer payments to proper account
- Verifies accuracy of payments, including researching minor discrepancies and processes payments for check writing
- Researches minor problem accounts and works with customers to ensure payments on a timely basis
- Balances receipt transactions and prepare deposits
- Receives and processes payments and accounts receivable
- Assists with payroll and accounts payable processes as needed
- Maintains and reconciles a variety of records and reports
- Examines and corrects accounting transactions to ensure accuracy
- Performs a variety of general clerical duties including typing, maintaining files and records, and ordering supplies
- Inputs and reviews statistical reports
- Enters information on computer terminals and utilizes the District's accounting system
- Performs related duties as required

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Accounting and financial recordkeeping techniques, practices and procedures
- Basic mathematics
- Statistical report preparation
- Research methods
- Clerical accounting methods, forms, and techniques
- Customer account reconciliation and research methods
- Operate computer utilizing a variety of software including word processing and spreadsheet application
- Follow oral and written directions

- Operate standard office equipment including calculator, typewriter, copy machines, etc.
- Develop and maintain effective working relationships with public, elected officials, co-workers, and other District employees
- Work independently exercising effective judgment and decision-making skills
- Understand and interpret applicable ordinances, regulations, procedures, laws, and District policies
- Provide effective customer service in a tactful and courteous manner
- Communicate effectively in written and oral form
- Perform various financial and statistical recordkeeping duties

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Three (3) years of increasingly responsible accounting and clerical experience
- College level accounting and/or recordkeeping courses; minimum: graduation from high school or GED
- Desirable: Accounting and/or finance experience

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment

Physical Standards:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.

**Calwa Recreation and Park District
Job Description**

JOB TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the general supervision of the District Administrator, performs a variety of responsible and complex clerical, secretarial, and administrative duties of the District. This classification requires employees to have administrative and clerical skills, financial record-keeping skills, work independently within a supervised framework of established and standardized policies and procedures and perform the full range of administrative, accounting and clerical duties.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Performs detailed administrative and record-keeping work
- Maintains a variety of files and records of information
- Provides administrative support to District employees
- Assists the public at the counter and answers telephone inquiries
- Responds to a variety of inquiries and provides information
- Receives and processes payments and accounts receivable
- Makes appointments and arranges meetings
- Gathers, organizes and prepares information for monthly agenda
- Maintains records and submits for deposit cash received
- Performs a variety of general clerical duties including typing, filing and ordering supplies
- Assists with various Recreation program administrative tasks
- Assists in the preparation of District payroll
- Coordinates District special projects as assigned
- Enters information on computer terminals and accounting system
- Researches minor problem accounts and works with customers to resolve issues
- Responsible for the efficient operation of the district's clerical office
- Performs related duties as required

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Administrative and clerical techniques, practices and procedures
- Modern office methods, procedures, equipment, and business letter writing
- Accounting and financial recordkeeping techniques, practices and procedures
- Basic Mathematics and research methods
- Clerical accounting methods, forms, and techniques
- Customer account reconciliation and research methods
- Operate computer utilizing a variety of software including word processing and spreadsheet applications
- Follow oral and written directions
- Operate regular office equipment including calculator, typewriter, copy machines
- Type at a rate of speed sufficient to meet the requirements of the position.

- Develop and maintain effective working relationships with the public, elected officials, co-workers, and other District employees
- Work independently exercising effective judgment and decision making skills
- Understand and interpret applicable ordinances, regulations, procedures and District policies
- Provide effective customer service in a tactful and courteous manner
- Communicate effectively in written and oral form
- Perform various financial and statistical recordkeeping duties

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Frequently sit, often for extended periods of time;
- Occasionally stand, walk, climb or balance, stoop, kneel, crouch, or crawl;
- Use hands to handle or operate tools, or controls, with dexterity and fine motor skills;
- Reach with hands and arms, frequently at levels above the shoulders and below the waist/knees;
- Occasionally lift and/or move more than 25 pounds;
- Talk and/or hear – face-to-face and on the telephone;
- Vision abilities include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally work in outside weather conditions;
- The noise level is usually quiet to moderately noisy.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Three (3) years of increasingly responsible administrative, clerical and/or accounting experience.
- College-level administrative, business and/or recordkeeping courses; minimum: graduation from high school or GED

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment

Calwa Recreation and Park District Job Description

JOB TITLE: PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of the District Administrator, develops, plans, organizes, coordinates, and supervises community and recreation programs for a wide range of activities for adults, elementary, junior and high school age boys, and girls. This position may provide technical staff assistance in the field of community and recreation programming and may be required to work nights, weekends, and certain holidays. This classification requires employees to work independently within a supervised framework of established and standardized policies and procedures and may at the time; work other duties for the District Administrator.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Develop, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services.
- Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Prepare community events and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
- Identify community needs and recommend appropriate programs related to the findings.
- Prepare periodic reports; maintain files and records.
- Conduct and supervise special events; develop contracts and hire contracted instructors.
- Maintain and design an online recreation registration program; process reservation requests for Calwa Park and other District-owned facilities.
- Serve as staff liaison on various City recreation or community-related committees and subcommittees as assigned by the District Administrator.
- Prepare purchase requisitions; order supplies and materials.
- Participate in the selection of part-time recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.
- Respond to complaints and requests for information.
- Coordinate community services activity programs with other organizations, outside agencies, and service providers.
- Coordinate the reservation of other facilities which we can take advantage of using.
- Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs to encourage community participation.
- Assists the public at the counter and answers telephone inquiries.

- Performs related duties as required.

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Methods, techniques, principles, and procedures used in the planning, development, and administration of community service programs.
- Common recreational and social needs of various age groups, Principles of supervision, training, and performance evaluation.
- Principles and procedures for implementing and directing a wide variety of community services activities.
- Principles and practices of budget development.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Develop and administer a community services and recreation programs suited to the needs of the community.
- Plan, organize, coordinate, and direct the development and implementation of community services program.
- Analyze, interpret, and explain section policies and procedures.
- Supervise, train, and evaluate seasonal employees and volunteers.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Frequently sit, often for extended periods of time;
- Occasionally stand, walk, climb or balance, stoop, kneel, crouch, or crawl;
- Use hands to handle or operate tools, or controls, with dexterity and fine motor skills;
- Reach with hands and arms, frequently at levels above the shoulders and below the waist/knees;
- Occasionally lift and/or move more than 25 pounds;
- Talk and/or hear – face-to-face and on the telephone;
- Vision abilities include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally work in outside weather conditions;
- The noise level is usually quiet to moderately noisy.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Five years of increasingly responsible community service or recreational program administration experience or
- Two years of experience and working on a bachelor's degree in Recreation Administration.

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.
- Job-related physical must be completed and submitted prior to commencement of work.

**Calwa Recreation and Park District
Job Description**

JOB TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under general supervision, performs a wide variety of semi-skilled and skilled duties in maintenance, repairs, improvements of Calwa Park and Calwa Park facilities, and performs related work as required

This is the supervision level class in the Parks Maintenance Worker series for positions in the Park District. Positions allocated to this class are distinguished by the assignment of duties which require incumbents to have a full range of maintenance experience enabling them to perform independently or with minimal supervision, and to perform the more difficult tasks which require greater skills

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Supervise 4 to 6 part-time employees
- Schedule employees work week
- Drives, loads and unloads cars or trucks
- Paints parking stalls
- Installs and replaces signs
- Maintains and repairs equipment
- Builds sidewalks
- Mows, edges, trims and waters lawns
- Trims shrubs
- Cultivates and fertilizes lawns and plants
- Sprays weeds
- Trims park trees from ground and ladder using power and hand saws
- Cleans and cares for equipment

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Knowledge of most of the tasks and methods of park maintenance
- Ability to supervise employees
- Ability to schedule employees work schedule
- Ability to lift and carry heavy articles - 50 lbs
- Ability and skill in operation of machinery and equipment used
- Ability and willingness to follow oral and written instruct

Experience and Education:

At least high school; preferably at least two years of work experience in maintenance, construction, farm or similar work which required operation of machinery or equipment similar to work of this position

Qualifying experience may be substituted for education on a year to year basis or completion of sufficient education to assure the ability to read and write English at a level required for successful job performance

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment

Physical Standards:

Positions in this class are typically assigned to an outdoor environment resulting in exposure to the weather and requiring the ability to perform heavy labor in a variety of conditions

**Calwa Recreation and Park District
Job Description**

JOB TITLE: MAINTENANCE EMPLOYEE

BASIC FUNCTION:

Under the supervision of the Maintenance Supervisor, performs a variety of unskilled, semi-skilled, and occasionally skilled tasks in maintenance, repair, and improvement of Calwa Park and park facilities: performs routine maintenance work associated with parks (mowing, edging, pruning, etc...) and facilities (sweep, mop, clean restrooms, etc...); does other tasks as directed from the Maint. Supervisor.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- May assists in building forms for curbs, sidewalks, and related construction.
- May assist in pouring and finishing concrete.
- May assist in repairing gopher holes, and potholes in the parking lot.
- May paint parking lot stripes
- May repair and erect signs and lights.
- May paint facilities such as restrooms, halls, etc...
- May operate equipment such as tractor, fork-lift, mowers, and jackhammer, etc...
- Performs related duties as required.

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Knowledge of using and handling in a safe manner, tools and equipment used in general construction and maintenance work.
- Ability to learn to perform a variety of semiskilled and unskilled tasks in the maintenance of parks, and other facilities (hall).
- Ability to use hand and power tools required in general maintenance.
- Perform heavy manual labor.
- Understand and carry out oral and written instructions.
- Ability to maintain an effective working relationship with those contacted in the course of work.
- Develop and maintain effective working relationships with the public, elected officials, co-workers, and other District employees
- Work independently exercising effective judgment and decision making skills

WORK ENVIRONMENT

- The employee frequently works on or near heavy machinery, power tools/equipment, and moving mechanical parts;
- Frequently must sit, stand, balance, climb, bend, stoop, crouch, crawl, and walk;
- Frequently must reach, grasp, and manipulate with rough and fine motor skills and coordination;
- Frequently must reach and grasp at levels above the shoulder and below the waist/knees;
- Must be able to talk and hear, occasionally in noisy conditions;

- Frequently must lift and/or move items more than 25 pounds, and items more than 100 pounds with some regularity;
- Vision abilities include close, distance and peripheral vision, depth perceptions, and the ability to adjust focus.
- Must be able to move quickly and with appropriate balance and dexterity to avoid hazards;
- Occasionally works in high, precarious places;
- The employee frequently works in outside weather conditions.
- Is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals,
- Extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate, with occasional high noise levels.
- 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 position if the work is similar, related or a logical assignment to the position.

Experience and Education:

- Graduation from high school or attainment of G.E.D.
- Qualifying experience may be substituted for education on a year to year basis or completion of sufficient education to assure the ability to read and write English at a level required for successful job performance.

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment.
- Completion of job-related physical upon offer of employment.

RESOLUTION NO. 2020- 2

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT REGARDING PROCEDURES FOR CHECKS, WARRANTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY; AUTHORIZING PERSONS IN SPECIFIED POSITIONS TO ACT AS DISTRICT SIGNATORIES; AUTHORIZING SPECIFIED POSITIONS TO PICK UP VALIDATED CHECKS AND BLANK CHECKS STOCK; AND DIRECTING STAFF TO UPDATE ALL NECESSARY COUNTY AND BANK DOCUMENTS.

WHEREAS, the County Auditor-Controller/Treasure-Tax Collector and Banks that District does business with require documentation of authorized signatories and signatures; and

WHEREAS, former District Administrator Felix Ortiz was listed as authorized to sign checks and his last date of employment with the District was January 21, 2020; and

WHEREAS, Veronica Luchessa has been appointed as interim District Administrator; and

WHEREAS, the District needs to update its procedures by resolution; and

WHEREAS, the District determines that it is necessary for the efficient administration of the fiscal affairs of the District that this resolution be passed and adopted.

NOW, THEREFORE, the Board of Directors hereby resolve as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Each bank doing business with the District is hereby authorized to honor checks, warrants, or other orders for the payment of money drawn in the name of the District on all its accounts when bearing the signature of at least two of the following signatures:

- (a) Board Member: Raul Guerra
- (b) Board Member: Mary Rosales
- (c) Board Member: Jose Luis Sanchez
- (d) Board Member: Gabriela Mares

(e) Board Member: Esmeralda Zamora

Section 3. Staff is directed to cause the completion and submission of necessary documents regarding this resolution as required by the County Auditor Controller/Treasurer-Tax Collector and Banks doing business with the District.

Section 4. The following persons are authorized to pick up validated checks and blank checks stock from the County Auditor Controller/Treasurer-Tax Collector: Veronica Luchessa and Erica Linares.

Section 5. This resolution shall become effective immediately upon its passage and adoption. All previous resolutions and approvals authorizing the honoring of signatures of District officials other than those set forth in this resolution are hereby rescinded.

CERTIFICATION

Adoption of the foregoing Resolution No. 2020-2, was adopted on January 1, 2019 by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

Secretary of the Board of Directors

COUNTY OF FRESNO
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR
SPECIAL ACCOUNTING DIVISION
SPECIAL DISTRICT/ORGANIZATION DATA SHEET

FUND: 4600
 SUBCLASS: 10000
 DATE: 1/30/2020

Special District/Organization: Calwa Recreation and Park District

ADDRESS:	Mailing:	<u>4545 E Church Ave</u> <u>Fresno Ca 93725</u>	Physical:	<u>4545 E Church Ave</u> <u>Fresno Ca 93725</u>
CUSTODIAN:	Of Records:	<u>Veronica Luchessa</u> <small>Name</small> <u>Veronica@calwarecreation.org</u> <small>Email Address</small> <u>(559) 264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno Ca 93725</u>	Of Checks:	<u>Veronica Luchessa</u> <small>Name</small> <u>veronica@calwarecreation.org</u> <small>Email Address</small> <u>(559) 264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno Ca 93725</u>

BOARD MEMBER NAME	TITLE	SIGNATURE
Raul Guerra	Board Chair	
Mary Rosales	Vice-Chair	
Jose Luis Sanchez	Board Member	
Gabriela Mares	Board Member	
Esmeralda Zamora	Board Member	

When are regular meetings of the governing board held: _____

AUTHORIZED SIGNATURES

The following individuals are authorized to sign checks on the Fresno County Treasury by statute or resolution of the governing board:

NAME	TITLE	SIGNATURE
Raul Guerra	Board Chair	
Mary Rosales	Vice-Chair	
Jose Luis Sanchez	Board Member	
Gabriela Mares	Board Member	
Esmeralda Zamora	Board Member	

How many signatures are required on checks? 2

The employees listed below are authorized to pick up:

<u>VALIDATED CHECKS</u>	<u>BLANK CHECK STOCK</u>
<u>Erica Linares</u>	<u>Erica Linares</u>
<u>Veronica Luchessa</u>	<u>Veronica Luchessa</u>
_____	_____
_____	_____