

**WEST SOUND UTILITY DISTRICT  
RESOLUTION 532-15**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING NEW JOB DESCRIPTIONS FOR THE POSITIONS OF  
GIS COORDINATOR AND ACCOUNTANT**

**WHEREAS**, the District's personnel policies include a comprehensive index of job descriptions which are periodically undated; and

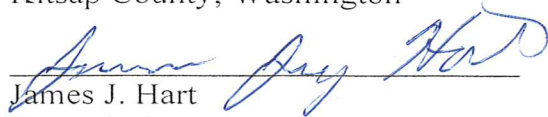
**WHEREAS**, it is interest of the District's General Manager to modify the "Mapping Specialist" to "GIS Coordinator" and create a new job description of "Accountant"; and

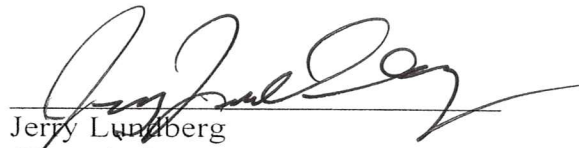
**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT  
HEREBY RESOLVES:**

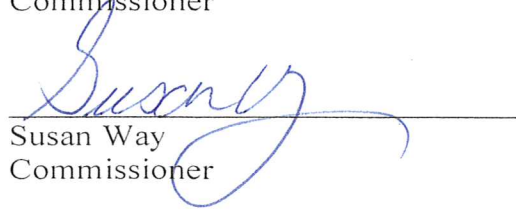
Section 1. The job descriptions for "GIS Coordinator" and "Accountant" (Exhibit "A") are hereby approved.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a Regular Board meeting held on January 5, 2015

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

  
\_\_\_\_\_  
James J. Hart  
Commissioner

  
\_\_\_\_\_  
Jerry Lundberg  
Commissioner

  
\_\_\_\_\_  
Susan Way  
Commissioner

## WEST SOUND UTILITY DISTRICT

### Job Description

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**Job Title:** Accountant

**FLSA:** Non-Exempt

**Reports to:** Finance Manager or General Manager

#### **General Function**

The Accountant is the chief accounting officer for the District who performs a wide variety of high level accounting, budgeting, cash management, and financial reporting functions. Activities may include, but not be limited to, job costing, budget forecasting, project management accounting, grant accounting, fixed/capital asset and inventory accounting and reporting, depreciation analysis, debt service accounting, equipment rental and replacement accounting, preparation of state, federal and GAAP/GASB reports, researching and interpreting accounting regulations, etc. This individual must be able to work under time pressure to meet deadlines, be flexible and willing to do other tasks when needed, and have the ability to work with limited direct supervision. The individual must also exercise a considerable amount of judgment.

#### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

1. Responsible for accounting and financial functions of the District. Oversee flow of accounting duties and ensure accuracy of financial information. Prepare complex financial documents and analyses for the Board and managers.
2. Prepare various technical reports for excise taxes for the State of Washington and other state mandated monthly, quarterly, and yearly reports; monitor changes in laws that impact the content and preparation of these reports.
3. Compile, analyze and review financial information used in annual report to the State and prepare the year-end financial statements.
4. Assist with the preparation, review and compilation of the District's budgets and monitor management of budgets.
5. Compile necessary information to file annual SEC disclosure and coordinate the State biennial audit activities.

6. Oversee project accounting and responsible for all aspects of the Capital Improvement Program, grant accounting, and CIP financial statements. Requires a broad understanding of federal, state and local grant requirements and coordination with the various departments in implementing the grant agreements and CIP contracts.
7. Perform financial audits and implement needed changes throughout the District.
8. Perform special project research, analysis, and report writing work as assigned.
9. Assist in maintaining the accuracy of the postings to the general ledger, including maintaining the project numbers and the chart of accounts in conformance with Washington State BARS requirements.
10. Oversee monthly accounting journal entries for posting to the general ledgers of all District funds to accurately reflect the transactions; maintain other fiscal records to support these journal entries.
11. Prepare trial balances, balance sheets, income and cash flow statements to include preparation of appropriate projections, monitoring and analysis.
12. Responsible for grant and loan administration as directed to include maintaining subsidiary ledgers for grants and reconciling to the general ledgers. Prepare and submit appropriate grant draws and closeout documentation.
13. Account for receipts and expenditures, bonded indebtedness and fixed assets. Maintain and reconcile records for small & attractive assets, fleet maintenance, fixed and capital assets and depreciation. Distribute materials, labor and equipment costs to appropriate accounts.
14. Perceive when non-routine activities are required and offer to help without needing to be asked. Make efforts to modify workload to assist with emergencies, assignments, or projects whenever feasible.
15. Other financial duties of a similar nature or level and as assigned.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: Bachelor's degree in accounting, finance, business or related field

Certifications: First Aid (within 12 months of employment)  
Certified Public Accountant license is desirable

### **Experience**

Four (4) or more years of progressively responsible accounting experience, preferably in a municipal setting, or equivalent combination of education and experience.

### **Knowledge and Abilities**

#### **Knowledge of:**

- District, state and federal laws and procedures governing public sector accounting and reporting requirements.

- Advanced knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB), Governmental Accounting, Accounting and Financial Reporting (GAAFR), and Washington State Budgeting, Accounting and Reporting Systems.
- Principles and practices of municipal budget preparation and administration.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs and network systems. Skill using data base systems to maintain records and generate reports.
- Modern office practices, procedures, and equipment.

**Ability to:**

- Interpret and apply federal, state and District policies, laws and regulations. Prepare accurate and detailed financial and statistical reports per requirements of the State of Washington.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare, interpret and communicate financial information verbally and in spreadsheet format.
- Establish effective financial reporting systems and procedures.
- Effectively communicate with user departments and establish working relationships with fellow employees and the public.
- Meet deadlines and establish objectives relative to financial reporting and other work assignments.
- Work in a rapid pace work environment, to handle multiple tasks and meet deadlines.
- Exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and the Board.
- Communicate, read, write and understand English at a level necessary for efficient job performance.

**Working Conditions**

Work is primarily performed in an office environment.

**Physical Stamina**

Must have overall stamina and ability to perform moderate physical activity throughout the work day. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

**Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:**      ~~Mapping Specialist~~ GIS Coordinator

**FLSA:**            ~~Non-Exempt~~

**Reports to:**    ~~Operations Foreman~~ Manager

~~This is a full time position. The Mapping Specialist will may be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.~~

### Major General Function

~~The Mapping Specialist GIS Coordinator maintains the digital mapping systems, and maintenance scheduling software the computerized maintenance management system (CMMS) for West Sound Utility District. The employee prepares maps and is the Administrator of the VUEWorks CMMS. The employee works collaboratively with the IT Manager to develop and maintain the CMMS, and reports as necessary. The employee also assists the Operations Foreman as directed. The employee may work on special projects as directed by the Operations Manager.~~

~~The Mapping Specialist shall have one Utility Specialist 2 to assist as directed and to supervise.~~

~~As needed, the employee shall inspect development projects for compliance with District standards.~~

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- ~~1. Directs utility crew leader in the absence of the Operations Foreman.~~
- ~~2. Maintain digital maps for the district by collecting and inputting data.~~
- ~~3. Assures the integrity, security and effective performance of the GIS/CMMS program database that integrates computer technology which utilizes multi-layer geo spatial data on district geographic boundaries, features, addresses, utilities and locations.~~
- ~~4. Develop GIS/CMMS applications in support of District goals. Coordinates and prioritizes GIS/CMMS development projects with other District departments, associations, and outside agencies. Works with District users to develop project objectives. Plans development projects to assure that GIS/CMMS projects meet objectives. Evaluate trends; anticipate problems, and reports on the status and performance of GIS/CMMS projects.~~
- ~~5. Coordinates development of component layers and structure of spatial data. Coordinates plans to acquire, exchange, share, and integrate digital data. Coordinates the continuous development, operation and maintenance of the GIS/CMMS, including components of the system database, system hardware, software, and system design.~~

6. Serves as subject matter expert on GIS/CMMS, assures effective communication of GIS/CMMS issues, analyzes problems and recommends solutions to meet standards and guidelines.
7. Compiles geographic data from a variety of sources. Scans, rectifies and digitalizes data. Edits and refines GIS/CMMS data, updates databases, and performs quality control checks to assure data integrity.
8. Coordinates with the Utility Crew Leader for assistance in collecting infrastructure location data with GPS equipment.
- ~~9. Maintain computerized maintenance programs.~~
- ~~10. Inspect assigned development projects to confirm compliance with District standards~~
11. Assist in the development, review and updates of district long-range plans.
- ~~12. Assists in the preparation and monitoring of budget requirements,~~
- ~~13. Orders supplies and equipment as directed and as necessary~~
- ~~14. Recommends development of and implements policies, procedures, and safety regulations related to area of assignment to assure efficient, safe, and effective operations in compliance with legal requirements and district policies and objectives.~~
- ~~15. Prepares and submits daily, weekly, monthly, and annual reports and other related documents, as required.~~
16. Responds to, or supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.
17. Services as Emergency Management Officer.
18. Performs other related duties as assigned.

### **Training and Education Requirements**

The employee is required to have a valid Washington State driver's license with a Class B Endorsement with air brake and tanker endorsement at all times.

The minimum training and education requirements include:

- Education: High school diploma  
GIS or surveyor technical training
- Certification: Water Distribution Manager 21;  
~~Water Treatment Plant Operator 1;~~  
WWCPA Specialist 31 Certification  
Traffic Flagging Control;  
First Aid

### **Knowledge, Skill and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- o Competency with computerized mapping systems.
- o Competency with District maintenance program.
- o Competency with the safe and effective use of survey grade GPS equipment.

- Methods, techniques, and procedures in the operation and maintenance of wastewater collections systems and pump station facilities and water distribution systems.
- ~~Supervisory principles and practices. Occupational hazards and safety precautions applicable to assigned area. Laws, regulations, and ordinance applicable to area of assignment.~~
- ~~Organize and oversee work programs, including monitoring budgets and funding, work schedules, and progress reviews.~~
- Diagnose problems in water systems, collection systems and pump stations.
- Read and interpret blueprints, plans and drawings. Assist in developing short and long range plans and objectives.
- Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records of assigned activities and operations.
- Maintain knowledge of the water and wastewater systems to perform duties as on-call and emergency standby.

### **Working Conditions**

Work is performed in the office and in the field with exposure to traffic, varying weather conditions, and hazardous conditions. Exposure to wastewater and various toxic chemicals may present a physical hazard. Subject to 24 hour on call availability. Work hours may be adjusted to meet requirements of the district.

### **Physical Stamina**

The ~~Mapping Specialist~~ Inspector GIS Coordinator must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding up to 20-feet off the ground, bend, or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

The incumbent must be able to lift 50-pounds and carry that load a minimum of ten feet. The incumbent must be able to climb in and out of a four-foot deep trench.

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The ~~Mapping Specialist~~ GIS Coordinator shall have ~~eight~~ five years of experience in a public wastewater or water system ~~or five years experience in the District.~~



## **Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.*

*The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.*