

## RESOLUTION 06-2025

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE ADDITION OF AN EXECUTIVE ASSISTANT POSITION**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the District has historically operated with a single General Manager, supported by an Administrative Services Manager and an Operations Manager; and

**WHEREAS**, over the past several years, one of the Administrative Services Technicians was assigned the role of District Secretary out of necessity and as a means of career advancement. This individual has competently taken on highly complex responsibilities, including service planning, relationship-building with external entities and constituents, project administration, contract management, as well as serving as the interim Administrative Services Manager; and

**WHEREAS**, their contributions have been critical to the District's planning efforts, project execution, and overall advancement; and

**WHEREAS**, it is anticipated that the Board of Directors will continue to expect this level of performance from the General Manager, necessitating sustained support from a qualified Executive Assistant, who reports directly to the General Manager as shown in the attached organizational chart proposed.

### **NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY:**

- **Establish an Executive Assistant/Board Secretary position** at Salary Range 28, reporting directly to the General Manager. This role will include responsibilities for general administrative support across the organization including the Administrative Services Manager and administrative staff, as well as assisting with public relations events, utility billing, customer service and office coverage, as needed, based on time availability and staffing levels.
- **Reduce the number of Administrative Services Technicians by one.** This is expected to be a temporary staffing reduction, with the potential for future augmentation through the addition of an entry-level clerical position.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY adopt Resolution 06-2025 approving a revised and updated District Organizational Chart to reflect the addition of an Executive Assistant position.**

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 11, 2025, by the following vote:

AYES: Directors Mora, Swan, Armstrong, and Kwiatkowski

NOES:


ABSTAIN:

ABSENT: Director Edwards

APPROVE:

  
\_\_\_\_\_  
Nancy Mora, Board President

ATTEST:

  
\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 11, 2025.

DATED: 2/11/2025