

COUNTY OF SACRAMENTO
CALIFORNIA

For the Agenda of:
September 14, 2006

To: Board of Supervisors
From: Department of Neighborhood Services
Subject: Report Back Regarding Request For Senior Office Assistant For South
Sacramento/Vineyard Community Area
Contact: Victor Morrison-Vega: 874-5644

BACKGROUND

On Wednesday, September 6, during the final budget hearings, your Board requested further information regarding the request for a Senior Office Assistant position for the South Sacramento/Vineyard community area.

DISCUSSION

Senior Office Assistants are currently utilized by the other Service Area Managers to assist with the daily operation, coordination of interagency and interdepartmental services and community service center start up. The functions of a Community Service Center include permitting, traffic management, planning, code enforcement and interface with District Attorney (DA), Sheriff, Sac Metro Fire and Clerk Recorder and Municipal Services Agency Departments. These same services are required perhaps to a greater degree in the South Sacramento area as evidenced by the greater number of calls for service.

A Senior Office Assistant will assist with:

- Internal/external customer service issue/problem resolution,
- Resident/community outreach and capacity building support,
- Compiling and utilizing mail and e-mail distribution lists,
- Community website/project updating and maintenance
- Meeting agenda preparation, distribution and summary notes/minutes,
- Community Service Center office start up support; and,
- Vendor coordination.

FISCAL IMPACT

The Department of Neighborhood Services budget is comprised of equal contributions from the General Fund, Building Inspection and the Department of Transportation (DOT). The additional position would require \$16,990 from the General Fund and would be augmented by an additional \$33,980 from Building Inspection and DOT combined.

Respectfully submitted,

VICTOR MORRISON-VEGA, Director
Department of Neighborhood Services

APPROVED:

TERRY SCHUTTEN
County Executive

By: _____
CHERYL CRESO, Administrator
Municipal Services Agency