



TAHOE CITY PUBLIC UTILITY DISTRICT

MANAGEMENT ANALYST
\$83,200 — \$108,160
ANNUAL BASE SALARY

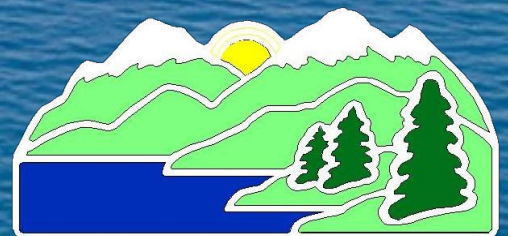
OR, DEPENDING ON QUALIFICATIONS,

**SENIOR MANAGEMENT
ANALYST**
\$101,524—\$131,976
ANNUAL BASE SALARY

Superb Quality of Life

Exceptional Community

Supportive Staff



THE COMMUNITY

World renowned for its pristine environment and outstanding recreation, the Tahoe Basin is a wonderful place to live, work and play! At an altitude of 6,200 feet, Tahoe offers clean air and water, and an outstanding quality of life. Superb recreation lies just outside your door with internationally recognized downhill and cross-country ski areas, water sports of all types, golf, hiking, and biking opportunities for every ability.

Few mountain environments lie in such close proximity to the opportunities and services of major metropolitan areas. Lake Tahoe is approximately 200 miles northeast of the San Francisco Bay Area, 100 miles northeast of Sacramento, and 45 miles southwest of Reno, Nevada.

THE DISTRICT

Tahoe City Public Utility District (TCPUD) serves a 31 square mile area along the North and West Shores of Lake Tahoe. While primarily located within Placer County, the District's southern boundary also extends into El Dorado County, California.

Founded in 1938, TCPUD is an independent special district that provides water, sewer, and parks and recreation services to a community of approximately 5,000 full-time residents, 20,000 part-time residents, and millions of visitors.

The TCPUD's sewer system serves approximately 7,600 residential and commercial customers. Water service is divided into seven sub-regional systems serving approximately 5,700 residential and commercial connections.

The TCPUD operates numerous park facilities including beaches, bike trails, ball fields, a boat ramp and campground, golf course, winter sports park, and parklands. Recreation services span every age group from toddlers to seniors with classes, sports leagues, day camps, afterschool programs, sailing, swimming, and music in the park. The TCPUD also maintains and rents numerous community buildings.

A five member elected Board governs the TCPUD. Operations are supported by 55 full time staff and approximately 40 seasonal staff. The 2021 annual

operating budget is \$13.9 million and capital budgets are an additional \$13.1 million.

TCPUD works closely with the numerous planning and regulatory agencies within the Tahoe Basin. We are honored to have earned an exceptional reputation for protection of the environment, effective implementation of projects, strong maintenance practices, and responsive service to residents and visitors of the community.

TCPUD has earned the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting four years running.

MISSION STATEMENT

Our mission is to serve the people, our community, and its environment. It is our responsibility to provide safe and reliable water and sewer service for the protection of public health, and parks and recreation services to enhance quality of life.

TCPUD PRIORITIES

TCPUD current Strategic Focus Areas are:

- Safe & Sustainable Water and Sewer Services
- Outstanding Recreation & Leisure Opportunities
- Long-term Financial Sustainability
- Infrastructure and Property — Protection & Improvement
- Governance, Management & Organizational Health

Exceptional management and fiscally sound practices have kept the TCPUD in a solid financial position to continue pursuing community objectives. Current priorities include:

- Developing water infrastructure funding strategy and funding opportunities
- Completing Long-Term Financial Planning Process
- Developing an operations plan for the newly acquired Tahoe City Community Center property
- Developing a succession planning and organizational development strategy
- Completing a Joint North Lake Tahoe Active Recreation Facility Needs Assessment Study
- Construction of the West Lake Tahoe Regional Surface Water Treatment Plant
- Complete implementation of new District Budget preparation and management software

EMPLOYEE CORE VALUES

The TCPUD's workplace culture is rooted in our core values:

- **Service** – We extend our passion for service to all we encounter, and consider the following as our “customers”; rate payers, fellow team members, contractors, Board of Directors, agencies, taxpayers, visitors, and the entire community we serve.
- **Professionalism** – We are a team of professionals that take pride in always doing what is right. We value our role as financial stewards and are dedicated to serving our community in the most efficient, effective, and safe manner.
- **Teamwork** – We put team success first and work to promote cooperation and commitment within the District to fulfill our mission and serve our community. We believe that together we achieve more.
- **Initiative** – We are committed to the pursuit of excellence and believe that innovation, learning, and growth are critical to that pursuit. We all act like owners and take personal responsibility for the District's success.
- **Communication** – We value relationships in all areas and believe that communication is fundamental to the success of our team, our “customers”, and our community.

THE POSITION

This is a professional position within the Governance & Administrative Services Department. The Management Analyst will support the District's long-term financial management goals through evaluation and design of strategic planning process and policies and support District departments in budgeting, financial analysis, and program design and implementation. Senior Management Analyst is the advanced journey-level and includes greater autonomy as well as supervisory duties.

IDEAL CANDIDATE

The Ideal Candidate will:

- Be an excellent communicator.
- Enjoy working with others and share the District's commitment to public service and community.
- Deftly handle multiple projects.
- Be flexible, patient and collaborative.
- Hold themselves to the highest standards of per-

sonal and professional responsibility.

KNOWLEDGE OF

- Principles and practices of financial planning, budgeting and financial analysis
- Principles and practices of organization and public administration
- Professional writing/presentation practices
- Advanced Excel skills for complex queries to facilitate research and analysis

The Senior level includes knowledge of:

- Principles of supervision, training, and performance evaluation.

ABILITY TO

- Read, comprehend, interpret, and explain financial reports and plans, specifications, reports, calculations, schedules, permits, agreements, ordinances, policies, procedures, and any other document within the expertise of the incumbent
- Work effectively in a fast-paced environment, set priorities and meet deadlines
- Establish, maintain, and foster positive working relationships with those contacted in the course of work
- Communicate at an expert level, using all forms of communication including written, graphic, and public speaking
- Develop, write, edit, design, and produce various communication materials, in cooperation with District departments

EDUCATION/CERTIFICATION

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree with major course work in business, public administration, accounting, finance or closely related field
- Management Analyst: Two years of progressively responsible professional experience in a governmental agency or similar organization, in the field of finance, accounting or closely related field
- Senior Management Analyst: Five years of professional experience including two years of direct administrative/management responsibilities

COMPENSATION AND BENEFITS

Tahoe City Public Utility District is proud to offer a competitive salary and benefit package, including:

- Retirement: CalPERS 2.0% @ 62 PEPR formula or 2.7% @ 55 Classic formula. Five year vesting required.
- Deferred Compensation: Voluntary 457 program available with the District depositing an amount equal to 2.0% of regular pay.
- Health Insurance: Health, dental, and vision insurance is provided for employee and dependents with premiums paid by the District.
- Flexible Spending Account: District-funded cafeteria plan based on number of dependents with ability to add pre-tax employee deductions for reimbursement of Health Care and/or Dependent Daycare expenses.
- General Leave: Accrual at the rate of 20 days per year with increase based on years of service. Cap is 360 hours.
- Holidays: 12 paid holidays annually.
- Sick Leave: Accrual at the rate of eight days per year with decrease based on years of service.
- Family Critical Injury, Illness and Death Leave: Pays up to five days per calendar year.
- Military Leave: In compliance with Military and Veteran's Code, Section 395 et. seq.
- Group Term Life Insurance: Paid by District. Voluntary supplemental life insurance offered at employee's expense.
- Long- and short-term Disability Insurance.
- Employee Assistance Program (EAP): For the employee and dependents.
- Safe Work Program: Eligible employees receive eight hours general leave for each six-month period with no reportable injuries or at fault vehicle accidents. In addition, a \$2,000.00 safety pool is distributed at year end for employees with no reportable injuries or at fault vehicle accidents in a 12-month period.
- Longevity Awards: Based on years of service.
- Longevity Pay: Salary increase at the completion of 15 years of cumulative service with the District.
- Post-Retirement Medical Benefits: Based on hire date and years of service.

SELECTION PROCESS

To be considered for this exciting opportunity,
please submit a job application, cover letter and resume by:

4:00 pm, Friday, August 6, 2021

The Application Form can be found on our website at www.tcpud.org

Following the closing date resumes and applications will be screened relative to the criteria outlined in this brochure and job description. Candidates with the most relevant experience and qualifications will be invited to interview and/or technical testing.

For more information contact Michelle Martland, Human Resources Administrator,
(530) 580-6043 or mmartland@tcpud.org.