

# Administrative Assistant II or Administrative Technician



**An Outstanding Career Opportunity**

**Tahoe City Public Utility District (TCPUD) is seeking an experienced and organized individual to join our Parks Team as an:**

**Administrative Assistant II or Administrative Technician**

**Based upon qualifications and experience**



*TCPUD is seeking a skilled and support-focused administrative professional to join our Parks team as an Admin Assistant II or Admin Technician. The position may be filled at the Admin Assistant II or Admin Technician level, depending on the candidate's experience and technical expertise. While both levels perform similar administrative support duties, the Admin Technician is distinguished by a greater level of experience in the administration of the asset management software system and the ability to perform tasks with less direct supervision and increased independence.*

## **Position Highlights:**

*The following are examples of the essential functions of the position. For a full list of the essential functions, please see attached job description.*

### **Admin Assistant II or Admin Technician**

- Administer and maintain the District's VueWorks maintenance management software, including data entry, updates, reporting, and coordination with Parks staff to ensure accurate assignments and record keeping.
- Manage parks facility rentals, including processing reservations, permits, fees, contracts, scheduling, customer communications, and coordination with internal staff.
- Provide administrative support to the Parks Department team, including correspondence, document preparation, filing, records management, and general office coordination.
- Prepare and submit complex timekeeping and payroll documentation on a bi-weekly basis in accordance with District policies and deadlines.
- Serve as point of contact for District customers in person, by phone, and via email.
- Assist in the preparation and coordination of Board of Directors meeting materials.

## **The Ideal Candidate**

The ideal candidate for this position will also have a combination of education and experience that would give them the necessary qualifications. A typical way to obtain the knowledge and abilities would be:

**Education:** Associates degree from an accredited college in business or a related field.

**Experience:** Two (2) to three (3) years of progressively responsible experience performing work in administrative and technical support.

**Certification & Licensing Requirements:** Possession of appropriate and valid driver's license and driving record that complies with District policy.

In addition, the selected candidate will be proficient in posting on website and social media platforms and will possess effective Microsoft Office skills, including proficiency in Excel, Word, and Outlook. Experience in maintenance management software is highly desirable.

## WHY TCPUD IS THE EMPLOYER OF CHOICE IN THE TAHOE BASIN:

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD's mission is to serve the people, our community, and its environment by providing safe and reliable water service, sewer service, and parks and recreation services to enhance quality of life.

At TCPUD, we don't just provide essential services — we cultivate a workplace where people feel valued, supported, and inspired. Recognized as the 2023 Best Place to Work, our District's culture is rooted in our 5 Core Values of Service, Professionalism, Teamwork, Communication, and Initiative. At TCPUD, we are a team that's passionate about service, sustainability, and making the Tahoe City community a better place to live and work!

## COMPENSATION AND BENEFITS

TCPUD offers a competitive salary and benefits package.

The pay range for Admin Assistant II is \$34.03 - \$44.24 per hour and for Admin Technician is \$37.96 - \$49.36 per hour. Placement in the pay range will be based on qualifications and experience.

**Retirement:** The District participates in the California Public Employees' Retirement System (CalPERS).

**Deferred Compensation:** The District participates in the CalPERS 457 Plan with a 2% contribution made by TCPUD.

**Medical Insurance:** The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

**Dental and Vision Insurance:** The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual vision benefit for employee plus qualified dependents.

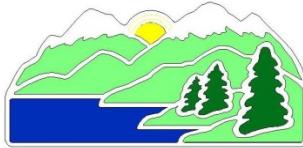
## APPLICATION & SELECTION PROCESS

Interested and qualified individuals are invited to submit a cover letter, resume, and a completed job application. TCPUD's job application can be found at <https://tcpud.org/jobs>. Please note, candidates must submit a cover letter, resume, and TCPUD application in order to be considered.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in the job description. Candidates with the most relevant experience and qualifications will be invited to an in-person interview.

The first review of applications will be Friday, January 23, 2026.

For more information, visit [www.tcpud.org](http://www.tcpud.org) or contact Caty DeLane, Human Resources Manager (530) 580-6043 or [codelone@tcpud.org](mailto:codelone@tcpud.org).



## TAHOE CITY PUBLIC UTILITY DISTRICT

### Job Description

<b>Job Title:</b>	<b>Administrative Assistant II</b>
<b>Department:</b>	<b>As Assigned</b>
<b>Supervised By:</b>	<b>Department Manager</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Revised as of:</b>	<b>January 2015</b>

### **JOB SUMMARY**

To provide a variety of general administrative support to the District and its management; and to perform customer service functions related to assigned department.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant II is the journey level classification in the Administrative Assistant series. This is a responsible position with emphasis on journey level expertise and independent judgment and decision-making. The Administrative Assistant II classification is distinguished from the Administrative Assistant I by the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unusual or unique situations arise. Progression into the Administrative Assistant II level job class is based on the employee's attainment of the qualification standards of the II level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the II level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned department manager.

### **ESSENTIAL FUNCTIONS**

The duties listed 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.

- Act as a communication liaison between the District, its customers and the general public; answer phones, refer callers to appropriate party, greet visitors, provide general and routine information or refer questions to the appropriate resource.
- Independently type and produce a variety of documents, correspondence, agendas, budgets, mailings, brochures, and presentation materials from rough draft, notes, or general instructions utilizing Word, Excel, Access and/or similar software packages.
- Proof, print, copy, and distribute District flyers and correspondence.

- Perform a variety of general office clerical and administrative support functions which may include: file maintenance, sorting and distribution of mail, typing timecards, ordering office supplies, making copies, fax retrievals, and maintenance of petty cash fund.
- Accept applications and issue permits; arrange inspections and process associated forms; accept and process requests for service; locate mains and services for the issuance of permits and escrow clearance.
- Process rebates and assist with a variety of public outreach and conservation related events and activities.
- Accept, process, and code payments for services, fees, programs, service charges and materials; maintain records relating to receipts and payments.
- Organize, maintain, and retrieve a variety of records in database format; prepare associated reports.
- Arrange meetings, initiate facility set-up, schedule participants, distribute notifications and mailings, and prepare agendas.
- Assist with the posting of information to the District's website.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Maintain a variety of mailing lists; print labels for staff usage.
- Attend and take notes during meetings for minutes; transcribe tapes into minutes; copy and mail minutes and other information to meeting attendees.
- Research, propose and maintain special programs or projects.
- Organize and maintain a variety of filing and mapping systems.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, typewriters, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Mathematical ability including addition, subtraction, multiplication, and division, and basic bookkeeping practices.
- Safe work practices.
- Principles and practices of advanced customer service.
- Applicable local codes, ordinances, rules and regulations.

**2. Ability to:**

- Type and compose a variety of business correspondence including letters, memos, reports, mailing lists, etc.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

**EDUCATION AND TRAINING REQUIREMENTS**

**1. Education and Experience Requirements:**

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 would be:

Education: Successful completion of the twelfth grade, to include the ability to read and write at a level required for successful job performance.

Experience: Two (2) years of progressively responsible administrative support experience comparable to that of an Administrative Assistant I with the District.

**2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Depending upon assignment, position may require licensing as a notary public or ability to become licensed within 6 months of appointment.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: *Ramona Cruz*

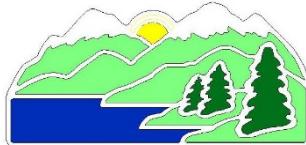
Date: 01/15/2015

Classified by: *Ramona Cruz*

Date: 01/15/2015

Approved by: *Candy Gustafson*

Date: 01/15/2015



## TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

**Job Title:** Administrative Technician  
**Department:** As Assigned  
**Supervised By:** As Assigned  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2015

### **JOB SUMMARY**

To perform varied technical duties requiring a thorough knowledge of relevant procedures and functions, as well as applicable Federal and State laws and regulations; to interpret, apply and explain pertinent policies, regulations and rules; to provide customer service to contractors and the public regarding utility issues and/or contracts; and to maintain related records, forms, contracts and databases.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned department manager.

### **ESSENTIAL FUNCTIONS**

The duties listed 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.

- Perform specialized technical and highly detailed work in the preparation, review and processing of contracts and reports related to area of assignment.
- Provide information to District customers and contractors requiring the use of judgment and the interpretation of policies, laws, rules and procedures related to area of assignment.
- Compile, research, prepare and maintain a variety of periodic and special reports, databases and documents related to area of assignment.
- Assist with the compilation, monitoring and review of budget.
- Review various documents and reports related to area of assignment for accuracy, completeness and compliance with applicable policies, laws and regulations.
- Monitor, audit and assure the accuracy and integrity of data and documents related to area of assignment.
- Provide customer service and support to District customers.
- Produce accurate letters, memorandums, reports, legal documents and other correspondence using word processing and spreadsheet software programs as applicable.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.

- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Provide administrative support for special projects and programs related to area of assignment.
- Organize and attend meetings as requested.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Record keeping requirements, rules and regulations related to area of assignment.
- Reporting requirements and laws of various state and federal agencies.
- Database principles and applications.
- Modern office practices, methods and computer equipment, including software applications relevant to area of assignment.
- Safe work practices.
- Principles and practices of customer service.
- English usage, spelling, grammar and punctuation.

### **2. Ability to:**

- Establish and maintain a variety of filing and database systems.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Accurately utilize software programs related to area of assignment, including spreadsheet and word processing programs.
- Calculate figures and utilize basic mathematical operations with accuracy.
- Maintain detailed and accurate records.
- Perform independent research in carrying out administrative and technical duties.
- Compile and reconcile numerical data.
- Understand, interpret and apply complex policies, procedures and regulations.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

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 would be:

Education: Equivalent to an Associate's degree from an accredited college in general education, business, or a related field.

Experience: Three (3) years of increasingly responsible administrative or technical support experience.

**2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** *Ramona Cruz* **Date:** 01/15/2015

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**Approved by:** *Cody Gustafson* **Date:** 01/15/2015