

TAHOE CITY PUBLIC UTILITY DISTRICT

COMMUNICATIONS SPECIALIST

**\$87,672 — \$113,984
ANNUAL BASE SALARY DOQ**



**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 56 full time staff and approximately 40 seasonal staff. The 2022 annual

operating budget is \$16.6 million and capital budgets are an additional \$20.5 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.

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.

VISION STATEMENT

Building a healthy mountain community through our passion for public service.

TCPUD STRATEGIC FOCUS AREAS

TCPUD 2022-2026 Strategic Focus Areas:

- Governance, Management & Organizational Health — To ensure the delivery of our Mission and Vision into the future.
- Safe and Sustainable Water & Sewer Services — To fulfill our commitment to our customers in the provision of essential services.
- Outstanding Recreation & Leisure Opportunities — To reimagine the future of recreation programs and facilities to improve the quality of life for our customers.
- Infrastructure and Property — Protection & Improvement — To maintain our commitment to long-term, fiscally responsible infrastructure management.
- Long-Term Financial Sustainability — To maintain our commitment and responsibility as financial stewards.

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. Receiving direction from the Senior Management Analyst, the Communications Specialist will oversee and implement the District's strategic communications program, ensuring communication is cohesive, consistent and effective in supporting the District's mission, vision, and values.

IDEAL CANDIDATE

The Ideal Candidate will:

- Be an excellent verbal and written communicator
- Enjoy working with others and share the District's commitment to public service
- Deftly handle multiple projects

- Be flexible, resourceful, and collaborative
- Hold themselves to the highest standards of personal and professional responsibility
- Be humble, honest, and patient

KNOWLEDGE OF

- Public information, outreach, education, and integrated marketing communications campaigns
- Principles, methods, and practices of graphic design
- Professional writing and editing practices
- Public speaking
- Website use and administration
- Principles and practices of the use of social media as a professional communication platform

ABILITY TO

- 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
- Read, comprehend, interpret, and explain plans, specifications, reports, calculations, schedules, policies, and procedures

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 communications, public relations, public administration, or closely related field
- Three years of progressively responsible professional experience in a governmental agency or similar organization, in the field of public relations, communications or related field

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. Insurance deferral available for comparable outside insurance.
- 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 cover letter and resume, job application, and recent (within the last two years) writing sample exhibiting proficiency in press release, newsletter, and/or other public relation by:

4:00 pm, Friday, February 4, 2022

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

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 second round screening that may include questionnaire, panel interview, and/or technical testing.

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