

MANAGEMENT ANALYST PUBLIC AFFAIRS SPECIALIST



Mission

The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

Vision

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

Core Values

The TCPUD's organizational culture is rooted in our Core Values of Service, Professionalism, Teamwork, Initiative, and Communication. These Core Values and related behaviors set the expectation for how we engage with each other, our customers, and all our stakeholders.



An Outstanding Career Opportunity

TCPUD is seeking a dynamic and visionary individual who is passionate about public affairs and communication. We are looking for someone who shares the TCPUD's strong commitment to public service and our belief that people and our Core Values of Service, Professionalism, Teamwork, Initiative, and Communication are the key to workplace excellence. The ideal candidate will use their outstanding communication skills and enthusiasm to promote public awareness of TCPUD services and foster positive relationships with TCPUD's internal and external stakeholders.

TAHOE CITY PUBLIC UTILITY DISTRICT

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 service area encompasses 31 square miles and lies within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers, and manages numerous parks, beaches, facilities, and recreation programs for residents and an extensive visitor population.

TCPUD GOVERNANCE & SERVICES

A five-member Board of Directors, elected for four-year terms, governs the TCPUD. The Board of Directors elects a Board President and Vice President from among the five members to serve a one-year term. Meetings are publicly noticed, and the public is encouraged to attend.

The board-appointed General Manager oversees the day-to-day operations in accordance with the policies and procedures established by the Board. Operations are supported by 60 full-time employees and up to 40 seasonal employees in four departments: Utilities, Parks & Recreation, Engineering, and Governance and Administrative Services. The TCPUD's 2023 Annual Operating Budget is \$19.2 million, and Capital Budgets are an additional \$21.3 million.

In addition to providing safe and reliable drinking water and wastewater collections, numerous facilities are operated and maintained by TCPUD to enrich the lives of residents and visitors throughout the year including beaches, parks, ball fields, a boat ramp, a campground, and a popular multi-use bike trail. Additionally, TCPUD operates the Tahoe City Golf Course and the Tahoe City Winter Sports Park and offers a wide range of recreational activities and programs.

TCPUD works closely with neighboring special districts, planning and regulatory agencies, and non-profit organizations around the Tahoe Basin, and we are honored to have earned an exceptional reputation for environmental protection, effective project implementation, strong maintenance practices, and responsive service to residents and visitors.

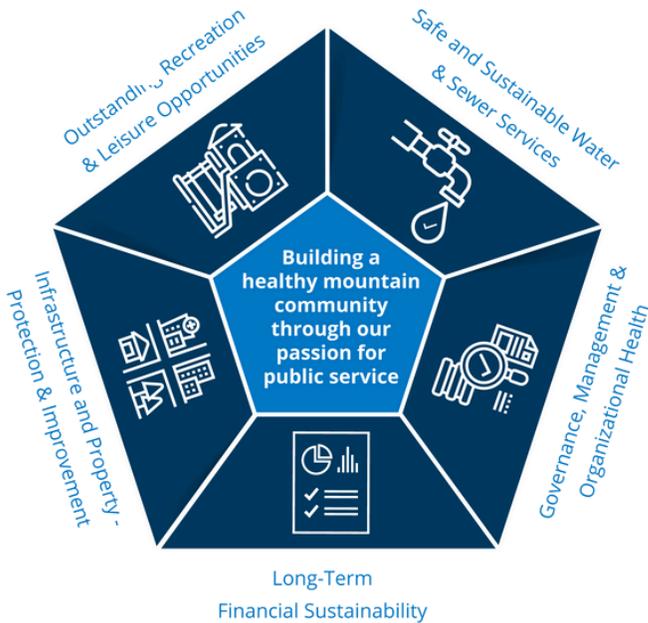
HISTORY OF TCPUD

Established under the State of California's Public Utility District Act, TCPUD was founded in 1938. It is the oldest local government agency in the Tahoe Basin.

The founders created TCPUD to provide public water service to the local community. Today, water service is provided in eight separate systems and serves approximately three-quarters of the homes and businesses in TCPUD's service area.

TCPUD became involved in parks and recreation services in 1947 as a result of public interest in improving the maintenance and public access for Commons Beach. In 1952 the Tahoe City sewer system was built and has been operated by TCPUD ever since. In the early 1960s and at the community's request, TCPUD began to offer parks and recreation programs.

DISTRICT 2022 - 2026 STRATEGIC FOCUS AREAS



THE POSITION

Management Analyst - Public Affairs Specialist

This is a professional position within the Governance & Administrative Services Department. Under administrative direction from the Director of Strategic Affairs, the Management Analyst - Public Affairs Specialist acts as the primary communication link between TCPUD, the media, and all internal and external stakeholders. This position requires strong communication skills, both oral and written along with the ability to engender trust with the Board and General Manager when asked to represent and speak on matters important to TCPUD.

Essential functions of this position include serving as District representative by providing the community and TCPUD customers with information on Water and Sewer services, and Parks & Recreation services, as well as other District activities through newsletters, press releases, annual reports, brochures, fact sheets, news stories, website content, and multimedia presentations.

This position is tasked with developing a comprehensive communication plan that includes the District's communication objectives and identifying the tools and activities necessary to implement those objectives.

This position is responsible for providing clear messaging on TCPUD's key water, sewer, and parks & recreation projects, programs, and initiatives.

THE IDEAL CANDIDATE

The ideal candidate for this position should have a combination the education and experience listed on the accompanying job description.

The ideal candidate is experienced in developing and executing public communications campaigns, planning and organizing a variety of work products, and performing under tight deadlines.

The ideal candidate is proficient in professional writing and editing of a variety of public-facing communication products, and the use of graphic design tools for articles, fact sheets, newsletters, scripts, and presentations.

The ability to receive and effectively respond to feedback is critical for the incumbent in this position to possess. The ideal candidate should possess a passion for engaging with community members as this position is the "face" of the District and is often called upon to collaborate with local agencies, homeowner's associations, and other regional partner agencies.

The ideal candidate must be capable of and enjoy working both independently and with a team to create and implement effective communications programs.



COMPENSATION & BENEFITS

TCPUD offers a competitive salary and benefits package. The annual salary range is \$97,260 to \$126,443. Placement within this range is 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 job application. TCPUD's job application, submission instructions, and an in depth profile of the position can be found at www.tcpud.org/managementanalyst-publicaffairsspecialist. 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 this brochure and job description. Candidates with the most relevant experience and qualifications will be invited to a screening that will include a writing sample, questionnaire, panel interview, and presentation.

The first review of applications will be Wednesday June 26, 2024.

For more information, visit www.tcpud.org/managementanalyst-publicaffairsspecialist or contact Caty DeLone, Human Resources Manager (530) 580-6043 or cdelone@tcpud.org.

