

Tahoe City Public Utility District

DIRECTOR OF FINANCE & ADMINISTRATION

Our 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

In the summer of 2025, TCPUD will say goodbye to our beloved Chief Financial Officer (CFO) as she embarks upon the adventures of retirement after many years of dedicated service. While we are sad to say goodbye, we are also excited to announce that we are seeking a new Director of Finance and Administration to build upon the legacy of fiscal stewardship that our CFO leaves behind. While the title has changed to Director of Finance and Administration, the position will serve in the same capacity as the Chief Financial Officer for our District. This an excellent opportunity for an experienced financial professional who is ready to lead our finance, accounting, human resources, and information systems and technology team into the future.

This important leadership position will be responsible for overseeing the district's financial operations, long-term financial planning, budgeting, and IT and HR functions while ensuring the highest level of accountability and transparency. The Director will play a vital role in supporting the district's mission of providing water, wastewater collections, and parks and recreation, to the residents and visitors of the Tahoe City community.



The Community

Nestled on Lake Tahoe's north shore, Tahoe City provides a captivating blend of natural beauty, outdoor adventures, and small community charm. Tahoe City offers year-round recreation, including hiking, mountain biking, kayaking, paddleboarding, golf, skiing, snowboarding, and ice skating.

Residents and visitors enjoy a relaxed pace of life, promoting physical fitness and well-being. Local events, festivals, and year-round family friendly activities foster a strong sense of community.

Modern amenities, local shops, restaurants, cafes, art galleries, and cultural events complement the peaceful atmosphere. Larger metropolitan areas such as Reno and Sacramento are within convenient reach.



About Tahoe City Public Utility District

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California. We serve a 31-square mile area, 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 parks, beaches, facilities, and recreation programs for residents and an extensive visitor population.



A five-member Board of Directors, elected to four-year terms, governs the TCPUD. Board and Committee meetings are held monthly, publicly noticed, and the public is encouraged to attend.

Under governance and policy direction from the Board of Directors, the General Manager oversees day-to-day operations of the District and directs a staff of 64 fulltime employees. The District's total operating budget for Water, Sewer, and Parks & Recreation in 2025 is \$21,749,277 along with a total 2025 capital budget of \$31,625,338.

The Finance and Administration Department

The Finance and Administration Department at TCPUD is a dedicated, collaborative group that plays a critical role in ensuring the efficient and responsible operation of the District. Comprised of professionals from accounting, information systems and technology (IT), and human resources (HR), the team is committed to supporting the District's essential functions, while maintaining a high standard of transparency, accountability, and excellence in financial management.

- **Accounting:** The accounting team ensures the district's finances are carefully managed, adhering to best practices and public sector accounting standards. They oversee budgeting, financial reporting, audits, and compliance, ensuring the responsible stewardship of public funds while supporting the operational needs of the district's water, wastewater, and recreational programs.
- **Information Technology:** The IT team plays a vital role in ensuring the District's technology infrastructure is reliable, secure, and efficient by providing technical support, managing systems, and implementing new technology solutions.
- **Human Resources:** From recruitment to employee development, benefits administration, and ensuring compliance with regulations, HR ensures the district has a skilled and motivated workforce that is essential to meeting the community's needs.

Our 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.

Our Vision

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

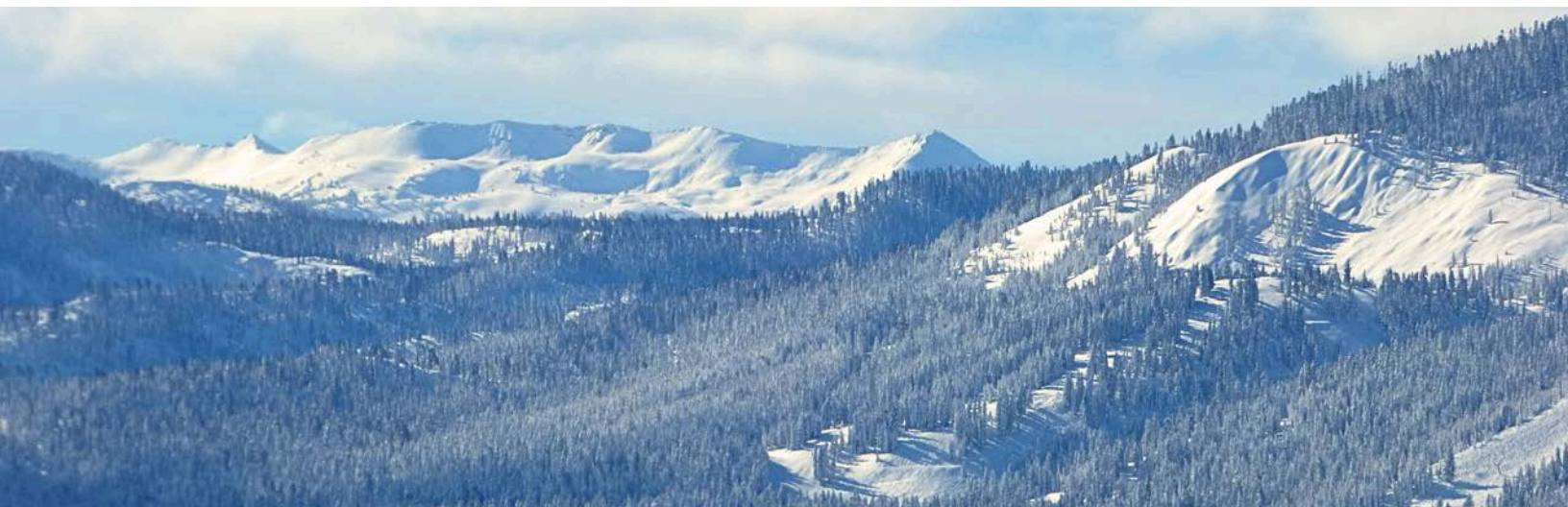
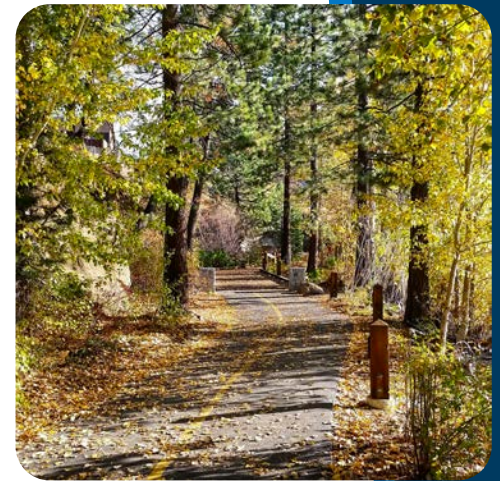
The Director of Finance and Administration Position

TCPUD's Director of Finance and Administration position is a dynamic and multi-faceted role. The Director provides leadership and directs the operations of the District's accounting, finance, IT, and HR functions. The Director reports to the General Manager, serves as a member of the District's senior management team, and organizes and leads the District's monthly Finance Committee meetings.

The Director of Finance and Administration will be a key leader in guiding the TCPUD's future success while ensuring the continued stewardship of public funds.

Key Responsibilities:

- **Financial Oversight:** Lead the district's financial operations, including budgeting, forecasting, accounting, and financial reporting. Ensure the preparation of accurate and timely financial statements, compliance with applicable financial regulations, and provide advice on fiscal planning to the General Manager and Board of Directors.
- **Human Resources Leadership:** Oversee all HR functions, including employee recruitment, training and development, performance management, and benefits administration. Foster a positive and productive organizational culture and ensure compliance with labor laws and district policies.
- **Information Technology Oversight:** Manage the district's IT infrastructure, ensuring systems and technology solutions are secure, reliable, and aligned with organizational goals. Provide guidance on IT strategy, budgeting, and investments, and collaborate with other departments to enhance technological capabilities.
- **Strategic Advising:** Act as a trusted advisor to the General Manager and Board of Directors on all matters related to finance, human resources, and information technology. Provide recommendations on financial strategy, long-term planning, risk management, and operational efficiencies.
- **Team Leadership:** Lead and support the Finance and Administration team, including accounting, HR, and IT personnel, ensuring effective collaboration and alignment with the District's Core Values.



The Ideal Candidate

The successful Director of Finance and Administration will be an experienced financial leader who thrives in a dynamic environment. As the leader of a team that includes accounting, finance, IT, and HR, the Director must be confident overseeing and providing guidance on everything from general ledger entries to complex personnel matters. The Director will need to be strategic and forward thinking as they oversee the implementation of a new enterprise resource planning system in the upcoming years.

The ideal Director of Finance and Administration will be a seasoned strategic leader with a proven track record in financial management, human resources, and information technology. This individual will possess the ability to think analytically, make informed decisions, and collaborate effectively with their senior management team peers, the General Manager, and the Board of Directors. The Director must be a clear and compelling communicator, capable of explaining complex financial, HR, and IT matters to a diverse audience, including the General Manager, Board of Directors, staff, and community stakeholders. They will ensure transparency in decision-making and foster trust within the organization and the broader community.

While the Director may not need to be an expert in HR or IT, a strong understanding of these areas—particularly their intersection with finance—will be critical. The ability to advise and lead on human resources initiatives and technology investments, while ensuring alignment with District priorities, is essential.

Above all, the ideal candidate will have a deep passion for serving the community and the ability to align District priorities with the needs of the residents and visitors of the Tahoe City community. They will approach their work with a sense of responsibility and dedication to ensuring the continued success and sustainability of TCPUD's services.



Compensation & Benefits

The annual salary range for Director Finance and Administration is \$172,078 to \$223,704. Placement within this range is based on qualifications and experience. In addition, TCPUD offers an attractive benefits package, including:

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

Candidates interested in this outstanding opportunity are encouraged to apply as soon as possible, as this position is open until filled. The first review of applications will be Friday, March 7th, 2025.

Resumes will be screened according to the qualifications outlined in the job description. Those candidates most qualified will be invited for in-person interviews and if chosen as a finalist, will be asked to provide at least three professional references. References will be contacted only after receiving candidate approval.

More detailed information regarding this position, such as the job description, job profile, and application, can be found at www.tcpud.org/finance-administration-director or by contacting Caty DeLone, Human Resources Manager at 530-580-6043 or cdelone@tcpud.org.

