



CITY MANAGER UP TO \$216,928

Plus Excellent Benefits

THE CITY OF SOUTH LAKE TAHOE OFFERS A COMPENSATION PACKAGE THAT CONSISTS OF BASE PAY PLUS A CONTRIBUTION TO A 457/401(A) DEFERRED COMPENSATION PLAN. THE CITY CAN OFFER UP TO \$50,000 IN THE FORM OF CONTRIBUTION TO 457/401(A) DEFERRED COMPENSATION PLAN, BUT TOTAL COMPENSATION WILL NOT EXCEED \$216,928. THE CITY WILL ENCOURAGE INTERESTED CANDIDATES TO MAXIMIZE DEFERRED COMPENSATION.

Apply by
June 17, 2018
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located 190 miles north-east of San Francisco, CA and 60 miles southwest of Reno, NV, in the Sierra Nevada Mountains along the southern edge of the largest alpine Lake in North America, the City of

South Lake Tahoe offers residents world-class scenery and activities with 300 days of sunshine a year. South Lake Tahoe allows residents the opportunity to live, explore and experience on a daily basis what brings over one million visitors each year to the Lake Tahoe region.

This is an excellent opportunity for an experienced public-sector management professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with a dedicated City Council and staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



THE COMMUNITY

Located on the California/Nevada border of Lake Tahoe, and surrounded by the majestic Sierra Nevada Mountains, South Lake Tahoe offers spectacular scenery and year-round activities. At 6,200 feet above sea level, South Lake Tahoe is "America's All Year Playground" and is home to some of the best winter sports, water sports, bike trails, family fun and nightlife in the US. Cultural and recreational facilities include 32 churches, a library, parks and several playgrounds. Just across the road on the Nevada side are five 24-hr hotel casinos with various gambling games, restaurants, and indoor/outdoor concert events.



Lake Tahoe, the largest alpine and 3rd deepest Lake in North America, offers various water sports like boating, jet skiing, boat tours, fishing, and diving. Other activities in the area include; golf courses, swimming pools, bowling, hiking, shopping, biking, horseback riding, camping, and amazing restaurants. For winter actives, there are a total of 7 ski resorts that surround the entire Lake Tahoe area. The closest ski resort, just adjacent to the city limits, is Heavenly Mountain Resort. Easily accessible through Heavenly Village, the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride to the top. The second closest, Homewood Mountain Resort, is just 23 miles Northwest of South Lake Tahoe. The furthest resort is Mt. Rose, which is only 37 miles North of South Lake Tahoe.

With a population of 21,024, the City of South Lake Tahoe has an average of 300 days of sunshine each year and receives most of its moisture in the form of snow which generally falls from early November through April. Amounts of snowfall vary greatly from year to year but average approximately 20 feet of accumulated snowfall each year. Temperatures in the city are generally moderate with winter time highs averaging approximately 40 degrees and lows in the 20's. Summer time highs average in the upper 70's and lows in the 50's.





The City of South Lake Tahoe is served by U.S Highway 50 which connects with Sacramento to the west and Carson City and Reno, Nevada to the east. The South Lake Tahoe Airport serves the area with general aviation services and the City partners with the local transit services provider, Tahoe Transportation District (TTD) to coordinate and operate a regional transit system within the Lake Tahoe Basin through funding and services agreements with local agencies. The city encompasses an area of approximately 9 square miles and offers 4 elementary schools, 1 middle school, and 1 high school. Lake Tahoe Community College is located within the city and offers Associate of Arts degrees in several disciplines as well as a bachelor's degree in Global Business Management.

THE CITY

The City of South Lake Tahoe is a general law city in El Dorado County, California utilizing the Council/Manager form of government. The City has five council members elected to four-year, overlapping terms, and a Mayor being elected by a majority Council vote.



South Lake Tahoe provides a wide range of services including: police and fire protection, street maintenance, airport, management, public transportation, parks and recreation, planning, building and safety, public improvements, and general administration. City recreational facilities include the South Tahoe Ice Arena, Recreation and Swimming Pool Complex, Campground by the Lake, Regan Beach, El Dorado Beach, Bijou Golf Course, Bijou Bike Park, Senior Citizens Center and Bonanza Park.

The City also works closely with various other local and regional governmental agencies, including El Dorado County, California, Douglas County, Nevada, the California Tahoe Conservancy, the Lahontan Regional Water Quality Control Board, the California Department of Forestry, the California Department of Transportation and the Tahoe Regional Planning Agency.



The City employs 189.1 FTE's of which 62.35 FTE's are assigned to the Police Department and 29 FTE's to the Fire Department. South Lake Tahoe has a 2018 budget of approximately \$38 million, with a healthy reserve of \$13 million.

Fire protection is provided by the City, which has 3 stations within its borders. In 2016, the City stopped providing ambulance transportation as part of the Cal Tahoe JPA and converted its emergency medical services delivery system to providing Advanced Life Support engine companies. The City of South Lake Tahoe currently still supports the Cal Tahoe JPA by providing one of the fire stations as a location for Cal Tahoe Ambulances until the contract expires in 2019.



THE POSITION

Serving at the pleasure of the City Council, the City Manager is responsible for implementing City Council policy, and for planning, organizing, directing, and controlling the activities and operations of the City of South Lake Tahoe, including police, fire, finance, planning, building, parks and recreation, public works, airport, human resources, and administration. The City Manager also develops policy recommendations for City Council action and provides highly responsible and complex administrative support to the City Council.

Responsibilities Include:

- Develops, plans and implements City goals and objectives as established by City Council; develops, implements and administers City policies and procedures.
- Coordinates City activities with those of outside agencies and organizations; provides highly responsible staff support to the City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the City's work plan; assigns work activities, projects and programs to department heads; monitors work flow; reviews and evaluates department's products, methods and procedures.
- Directly oversees the services and operation of Human Resources and the functions within the City Manager's Office.
- Oversees and participates in the development and administration of the City budget; prepares and submits the proposed annual budget and the proposed annual salary plan for City Council approval; directs the forecast of additional funds; monitors and approves expenditures.

- Selects, trains, motivates and evaluates management personnel; provides or coordinates management staff development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the City to outside groups and organizations; participates in outside community and professional groups/committees.
- Responds to citizen requests and complaints; researches situations and prepares or causes to be prepared responses and action plan for resolution.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Serves as Personnel Officer for the City; appoints, removes, promotes, and demotes all officers and employees of the City, except the City Attorney, City Clerk, and City Treasurer, in accordance with the City's personnel rules.
- Serves as Executive Director of the South Tahoe Redevelopment Agency (S.T.R.A.).



OPPORTUNITIES & CHALLENGES

Balancing Budget and Enhancing Services

While enhancing City services is a great priority for the City, the City Manager must take into consideration the associated costs, and maintain a balanced budget while providing the best services possible.

Cannabis Ordinance

As of February 2018, South Lake Tahoe began drafting a cannabis ordinance in an effort to get a working document that can be discussed and amended as Council sees fit. The City Manager will be responsible for implementing the cannabis ordinance when adopted.

Management of Vacation Rentals

Currently, South Lake Tahoe residents are divided over current laws surrounding vacation rentals in the area. Recent ballot measures include South Lake Tahoe increasing fines for noise and parking violations to \$1,000 in an effort to address the dramatic increase in vacation homes available on internet rental sites. The management of vacation rentals and related ballot initiatives will continue to be a challenge.

Infrastructure Maintenance

Aging local streets and roads need consistent and significant improvements to fix underlying structural conditions, potholes and cracks that present safety concerns for motorists, cyclists and pedestrians. A special tax to fund road maintenance failed to pass in the November 2017 special election. The City Manager will need to investigate other options for funding, such as obtaining grants or proposing new taxes.



IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in business administration, public administration, or political science and a minimum of seven years of progressively responsible administrative or staff experience in municipal government with at least five years in municipal administration and three years of high level administrative responsibility at a department head or Assistant City Manager level or above is required. A master's degree in a related field is preferred. Candidates must possess or obtain a California or Nevada driver's license by time of hire.



Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of municipal government administration and operations, including policy development and implementation, leadership, motivation, team building and conflict resolution, and pertinent local, State and Federal laws, rules and regulations.
- Ability to competently analyze a budget and technical reports, provide solutions and problem solve department cost recommendations, and interpret and evaluate staff reports.
- Experience analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Ability to assist the City Council in developing and implementing City policies and procedures, explain and interpret policies, and demonstrate tact and diplomacy with the public.
- Ability to confidently work side by side with the Council, treating all members equality and fair in discussion and resolution.
- Ability to implement a participatory management program throughout the department and motivate staff by inclusion.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues.
- The ideal candidate will be a strong, experienced manager with a keen knowledge of all local government processes, and the ability to engage on regional issues.
- Ability to take a mentorship role with the staff, providing leadership and maintaining good employee relations, and building trust with Council, staff and the community.

- Demonstrated experience effectively managing a city, and the ability to keep the City Council headed down the right track.
- The skills to be a collaborative leader with a strong work ethic, and the ability to show integrity and earn trust within the organization.
- A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise.
- Experience dealing with issues related to economic development, community development, infrastructure projects and working with the development community. Land use experience is a plus.
- The ideal candidate will be a people person who is approachable, process oriented and personable, and has the ability to gain respect of staff and the community.
- Experience providing innovative solutions and looking for new opportunities that benefit the City.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **Up to \$216,928.** The City of South Lake Tahoe offers a compensation package that consists of base pay plus a contribution to a 457/401(a) deferred compensation plan. The City can offer up to \$50,000 in the form of contribution to 457/401(a) deferred compensation plan, but total compensation will not exceed \$216,928. The City will encourage interested candidates to maximize deferred compensation.
- Medical, Dental, & Vision Insurance
- Life Insurance & Long-Term Disability
- Deferred Compensation
- Education Incentive Pay
- 224 Hours Personal Time Off
- Administrative Leave
- Employee Appreciation Leave
- 12 Paid Holidays
- Wellness Program
- Vehicle Allowance
- Training Program Memberships
- CalPERS

Please visit:
www.cityofslt.us



The City of South Lake Tahoe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 17, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

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