



CITY OF
SOUTH LAKE TAHOE
California

PARKS & RECREATION DIRECTOR

\$146,220 - \$177,744

Plus Excellent Benefits

Apply by
February 26, 2023
(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 the right candidate to work alongside a cohesive executive leadership team and make a difference in an active and engaged community.



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 churches, a county library, parks, beaches and several playgrounds. Just across the road on the Nevada side are five 24-hr hotel casinos with world-class 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 activities, 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, Sierra-at-Tahoe Resort, is just 13 miles southwest of South Lake Tahoe. The furthest resort is Mt. Rose, which is only 37 miles North of South Lake Tahoe.

With a population of 22,525, 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 wintertime highs averaging approximately 40 degrees and lows in the 20s. Summertime highs average in the upper 70s and lows in the 50s.



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 service providers, Tahoe Transportation District (TTD) and the South Shore Transportation Management Association to provide accessible and convenient mobility options in the region. The city encompasses an area of approximately 16 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, parks and recreation, planning, building and safety, public improvements, and general administration. City recreational facilities include the South Tahoe Ice Arena, Recreation and Swim Complex, Campground by the Lake, Regan Beach, El Dorado Beach, Bijou Golf Course, Bijou Skate Park, Senior Citizens Center and multiple park spaces.



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, South Tahoe Public Utility District, the California Department of Forestry, the California Department of Transportation and the Tahoe Regional Planning Agency.

The City employs 207 FTEs of which 67 FTEs are assigned to the Police Department and 41 FTEs to the Fire Department. South Lake Tahoe has a 2023 General Fund budget of approximately \$56.9 million, with a healthy reserve of \$12.7 million.

THE DEPARTMENT & POSITION

The City of South Lake Tahoe Parks and Recreation Department operates with 14 employees and up to 50 seasonal employees each year, on a \$3.23M General Fund Operations Budget and \$5.34M in Special Revenue-Funded Budget. The mission of the Parks and Recreation Department is to provide fun, safe, and memorable recreation experiences for the residents and visitors of South Lake Tahoe.

In 2021, the department underwent re-organization moving the Parks Division from Public Works to Recreation Services resulting in the formation of a traditional Parks and Recreation Department. A re-branding effort is underway including revised mission and goals. Operations and programs of the Department include the Bijou Golf Course, Bijou Park, Campground by the Lake, El Dorado Beach and Lakeview Commons, Reagan Beach, Facility Rentals, Senior Center, Recreation and Swim Complex, Aquatics Programs, STAR Camp Youth and Teen Programs, and Special Events on Parks and Recreation Facilities.

To learn more about the Parks & Recreation Department, please visit:

www.cityofslt.us/196/Parks-and-Recreation

Under general administrative direction of the Assistant City Manager, the Director of Parks and Recreation plans, organizes, directs, and reviews the activities, operations, functions, and services of the Parks and Recreation Department, and coordinates assigned activities with other departments and outside agencies.

OPPORTUNITIES & CHALLENGES

- The City recently broke ground on a state-of-the-art Multi-Generational Recreation and Aquatics Center slated to open early 2025. The Director will be responsible for building out a staffing and program business plan to successfully open and operate the new Center. Until it opens, the Director must also manage the current facility, which continues to experience equipment and structural failures that can put programs on hold temporarily. It is important to have someone in this position who can think critically on how to continue operations despite these challenges and develop innovative alternatives.
- In a city of more than 22,000, the Parks & Recreation Department serves all segments of the population. In addition to the local residents, the city hosts more than 200,000 visitors during peak periods, including holidays. Staffing is critical during these times to support the increased demands on parks facilities and outdoor recreation areas, in addition to holding large-scale events to coincide with the holiday periods (Fourth of July Parade, Festival of Winter Lights, etc.).
- Parks and Recreation has dedicated transient occupancy tax (TOT) funding as a result of Measure P (2% of the annual TOT), passed in 2016, to support the construction and operation of a new recreation complex. As a result, an oversight committee was formed and is coordinated by the Director. In addition, the City is working on an MOU with the Parks Foundation to allow for fundraising opportunities to enhance features and programming of the new recreation complex. The Director will be critical to leading these and associated efforts.



- The City will begin work on the Bijou/Al Tahoe Area Master Plan in early 2023. The Plan includes a number of parks facilities including the golf course and Bijou Community Park, which comprises the Bijou Bike Park, Bijou Skatepark, dog park, volleyball court, and a Disc golf course. This will be an opportunity to identify the highest and best uses of these areas for the future of our community in coordination with the Development Services Department.

IDEAL CANDIDATE

Education and Experience:

Candidates must have a bachelor's or graduate degree in recreation, park management, public administration, or related field, and five (5) to ten (10) years of progressively responsible experience in the parks and recreation field with at least two (2) to four (4) years of experience at the management level. A combination of relevant education and experience may be considered.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of recreation programming, sports, recreation activities, and cultural programming.
- Knowledge of modern parks, land use, and recreation planning concepts; and park and public building construction and maintenance.
- Knowledge of government operations and budgeting process.
- Ability to administer and coordinate a variety of programs and personnel, including seasonal staffing fluctuations.
- Ability to effectively supervise, motivate, and train subordinates.
- Ability to prepare and direct preparation of comprehensive written reports and effective verbal presentations.
- Ability to establish and maintain effective working relationships with the citizens of the community, the City Council, other governmental officials, civic groups, and staff.
- Experience in crisis management and warming center and/or shelter operations, and knowledge of FEMA emergency response framework. NIMS certifications preferred.
- Knowledge of effective managerial methods and practices and conflict management.
- Active participation in National Recreation and Park Association and relevant state associations.

COMPENSATION & BENEFITS

- **\$146,220 - \$177,744 DOQ**
- Medical, Dental, & Vision Insurance
- Life Insurance & Long-Term Disability
- Deferred Compensation with Matching Contribution at Completion of Probation
- Education Incentive Pay
- 224 Hours Personal Time Off
- Administrative Leave
- 13 Paid Holidays
- Wellness Program
- Professional Association Memberships
- Professional Development Opportunities
- Training Program Memberships
- CalPERS



CITY OF
SOUTH LAKE TAHOE

**For more information on the
City of South Lake Tahoe,
please visit:**

www.cityofsilt.us

The City of South Lake Tahoe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 26, 2023**. Applications will only be accepted electronically. **To apply:** go to www.prothman.com, click on “Open Recruitments” select “City of South Lake Tahoe, CA – Parks & Recreation Director” and click “Apply Online” or click [here](#).



www.prothman.com

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