

# General Manager





## THE DISTRICT

The South Tahoe Public Utility District (District) is a public agency established on September 28, 1950, (pursuant to Section 9 of "The Public Utility District Act") which supplies drinking water and provides sewage collection, treatment, and export to protect Tahoe's delicate ecosystem. Managing the Districts' complex operation requires keen awareness of environmental stewardship principles. In 2022, the Board of Directors voted to build a solar power plant that will offset one-third of the energy demands at the sewer treatment facility beginning in 2024.



### Our Vision

Maintain a dynamic organization that can quickly and proactively meet an ever-increasing environment of regulations and scarce resources.

### Our Mission

Furnish our customers with reliable water and wastewater services, and provide those services safely, efficiently, and cost effectively.

### Strategic Goals

Strategic Goals are exemplified by the 2023 Board of Directors' Goals for the General Manager. The Board encourages candidates to review these goals by visiting: <https://bit.ly/2023BoardGoals>.

### District Facilities

#### Water System

- Over 14,500 residential water connections
- 5,000 gpm peak production
- 13 active wells / 100% groundwater
- 253 miles of waterlines
- 31 pressure zones

#### Collection System

- Over 17,800 sewer connections
- 330 miles of sewer lines
- 42 pump stations

#### Treatment Plant

- 7.7 MGD Advanced Filtered Secondary
- Biosolids 100% recycled through composting, twice named USEPA Plant of the Year

#### Export System/Alpine County

- 26-mile export system
- Diamond Valley Ranch
- 3,000 acres owned and managed
- Two reservoirs
- Hydroelectric Energy Recovery
- Land Application System



## GOVERNANCE

The elected five-member Board of Directors of the South Tahoe Public Utility District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. It is the duty of the Board of Directors to establish procedure, goals, and formulate and adopt policy. The Board directs the General Manager to implement the policies. Directors represent and act for the community as a whole. The total 2023-24 budget for the sewer and water enterprise funds is \$66.3 million, with a ten-year Capital Improvement Program estimated at \$225.6 million. Over \$1.5B in assets in service to the community.

## THE POSITION

Reporting to the District's five-member Board of Directors, the General Manager performs all services and duties as provided by applicable ordinances, resolutions or regulations of the District and assumes full responsibility for the operation and management of the District. Due to emergency response needs, residency in or near the District's service area in South Lake Tahoe is highly desirable.

### Essential Functions

- Oversees the operation, organizational structure, and management of the District, including the supervision and control of all the District's property, administrative activities, personnel, business, and operations.
- Implements policies and directives set by the Board of Directors.
- Directs and participates in the development and implementation of goals, objectives, policies, and procedures for the District.
- Provides leadership and direction to ensure high performance and excellent customer service necessary to carry out District business.
- Represents the District within the community and with other organizations at the local, regional (including Alpine County), state, and federal government levels.
- Negotiates a variety of contracts and agreements on the District's behalf.
- Provides general direction on the design, construction, operation and maintenance of District facilities.
- Oversees preparation and implementation of annual District budget, long range financial planning, and capital improvement programs.
- Performs oversight of District general counsel.

To learn more about STPUD, go to: <https://stpud.us/>

## Priorities and Opportunities

- Lead a team effort towards achieving the District mission and strategic goals as approved by the Board.
- Focus on operational vacancies and develop appropriate, effective personnel reporting structure.
- Team-building, staff development, District-wide goal-setting and achievement.
- Building strong, effective, productive partnerships, internally and externally.
- System resiliency, reliability, efficiency, and responsible renewal and replacement for long-term sustainable operations.
- Water system consolidations for economies of scale and higher community service levels.
- Have awareness of impending State and Federal carbon emission reduction legislation and grant opportunities toward achieving improved energy efficiency and implementing renewable energy generation and storage projects.
- Work with staff and union leadership in continuing to build a positive and high performing work culture.
- Legislative and regulatory advocacy and partnerships at the local, regional, state, and federal levels.
- Experience and insightful knowledge and sensitivity of the budget, rate setting, and Prop 218 process.

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, forward-thinking, and strategic leader with extensive management and administrative abilities. Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, partnering agencies, and the public. The successful candidate will be politically astute with the ability to interact with elected officials on matters that impact the District and community. Solid knowledge of wastewater and water issues and organizational structure, regulatory compliance, business practices and principles, and the budget process are essential. The ideal candidate will be a problem solver, who appreciates the need for teamwork and collaboration. South Tahoe Public Utilities District's next General Manager must be willing and able to manage people and the creative process with inspiration. The successful candidate must show the capacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.



The ideal candidate will understand local, regional, County, Federal and State water issues, and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including regional, County, Federal and State entities. The position requires an inspirational leader, who is approachable, committed to fiscal accountability and system resiliency, and customer service focused. They understand the uniqueness of Lake Tahoe as an incredible place to live and work.

### Key Competencies and Characteristics

- A leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- A person with strong financial awareness who considers customer and District impacts during the budget and CIP development process. Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board of Directors, staff, or others.
- A leader who is collaborative and supportive in working with District leadership, ensuring the organization works as a cohesive team toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.



## QUALIFICATIONS

- Graduation from an accredited college with a bachelor's degree or higher in public administration, business, engineering, or related field.
- A minimum of ten (10) years of management level experience in the water and/or wastewater field.
- Increasingly responsible public entity experience, including experience working with an elected Board is highly desired.

## SALARY AND BENEFITS

**The salary range for the General Manager is \$225,184 - \$287,399 effective June 8, 2023. 2.5% COLA effective June 22, 2023.**

**The District pays a competitive benefit package that includes:**

Medical, Dental and Prescription coverage. Eligibility is the first of the month following date of hire. Premiums are fully paid by the District for the Employee and eligible dependents.

➤ **Medical Insurance highlights include -**

- ◇ Deductible \$200 Member/\$600 Family.
- ◇ Generally, 80% benefit coverage for medically necessary services by a Preferred Provider physician.
- ◇ \$15 office visit Co-Pay.

➤ **Dental**

- ◇ Deductible - \$50 Individual/\$100 Family per calendar year.

➤ **Vision**

- ◇ No deductible. Premiums fully paid by District for employee and eligible dependents.

➤ **Life Insurance**

- ◇ Death benefit of one times the annual salary; premiums paid in full by District.

➤ **Retirement Plan**

- ◇ Members of CalPERS, 2.7% at 55 formula for employees hired before 1/1/13 (Employee contributes 8%). 2% @ 62 Formula for new members after 1/1/13 (Employee contributes 7.75%).

➤ **Retirement Health Savings Plan**

- ◇ 1.79% of Base Salary will be contributed on the employee's behalf to this plan, and the account can be used to pay for health insurance premiums after retirement.

➤ **Holidays**

- ◇ January 1, February 12, 3rd Monday of February, Last Monday of May, July 4, First Monday of September, Thanksgiving Day, Friday following Thanksgiving, December 25, plus 2 days and 3 hours floating holiday pay.

➤ **Vacation:** Years of Service Vacation Accrual

- ◇ 0-3 Years 80 hours
- ◇ 3-10 years 120 hours
- ◇ 10-20 years 160 hours
- ◇ 20-25 years 168 hours
- ◇ 25+ years 176 hours

➤ **Sick Leave**

- ◇ Accrue 8 hours per month.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Wednesday, July 5, 2023.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:  
<https://koffassociates.com/stpud-general-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to South Tahoe Public Utility District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

