



**TAHOE-TRUCKEE SANITATION AGENCY**  
**REGIONAL WASTEWATER TREATMENT FACILITY**



# **Finance & Administrative Department Manager**

**OPENS: February 5, 2024**

**FINAL FILING DATE: Open Until Filled**

**First Review of Applications March 18, 2024**

**[Apply Here](#)**



## THE AGENCY

During the 1960's and 1970's, water related issues were surfacing nationally. Biologists began to recognize that the water quality of Lake Tahoe and the Truckee River was deteriorating. Spurred on by public interest and the concerns of both California and Nevada governmental agencies, the Porter Cologne Water Quality Control Act (State of California) was enacted.

The Porter Cologne Water Quality Control Act mandated that all sewage be exported from the Lake Tahoe Basin. T-TSA was formed May 1, 1972 to comply with this Act and for the purpose of planning, administering and coordinating wastewater treatment and disposal services throughout the north and west shores of Lake Tahoe, the Truckee River corridor (including the communities of Alpine Meadows and Olympic Valley), and Truckee to protect public health and the environment.

The Agency embarked on a program to plan, design, and construct a regional system to accomplish its mandate. The treated wastewater was to be discharged in such a manner as to retain the integrity of ground and surface waters, while ensuring the quantity of water downstream was not diminished. To realize these goals, the Agency constructed:

- Approximately 17 miles of interceptor pipeline (Tahoe City to the water reclamation plant site, located three miles east of Truckee in the Martis Valley);
  - A 4.83 million gallon per day (MGD) advanced wastewater treatment plant; and
  - A disposal system consisting of approximately 78,000 feet of underground perforated piping.
- The facility began treating wastewater in February 1978. The original project cost \$32 million with funds provided by a combination of General Obligation Bonds, State Grants, and Federal Grants.

In 1978, the original regional water reclamation plant (WRP) began its operations. Within several months of startup, wastewater flows reached about 80 percent of the plant's 4.83 MGD capacity. In response, T-TSA

initiated efforts to expand the capacity of the treatment facilities to 7.4 MGD. The expanded water reclamation facilities were placed into operation in 1982 at a cost of \$10 million. The sale of Revenue Bonds accounted for almost \$8 million of this figure. The project resulted in a treatment facility with greater capacity, process diversity and cost effectiveness.

In December 1997, the T-TSA treatment facility was again approaching 80 percent of its design capacity. The Agency began to investigate expansion alternatives for conveyance, treatment, and effluent disposal facilities to accommodate future growth in the service area population. The resultant expansion project was designed to increase overall plant capacity to 9.6 MGD. Expanded primary and secondary treatment processes remained essentially the same, and a biological nitrogen removal (BNR) system was constructed to replace an existing physical-chemical process. In addition, a new method of dewatering biosolids was implemented.

The facility was formally commissioned in 2008 at a total program cost of nearly \$75 million, with a constructed value of \$54 million. Approximately \$50 million of the program was funded by a low interest loan obtained from the State of California's Division of Clean Water Program's State Revolving Fund. In addition, a grant of \$11.6 million was obtained from the Department of Water Resources for partial funding of the BNR facilities.







### MISSION STATEMENT

- \* Operate and maintain the wastewater treatment plant and related facilities in a sound, efficient and effective manner
- \* Maintain a workplace that fosters professional growth and job satisfaction
- \* Protect its assets and investments through sound financial policies and practices
- \* Improve service through long-range planning and the wise use of technology
- \* Lead the discussion of strategy development for regional wastewater issues for the benefit of all customers and the environment

### THE POSITION

The Finance & Administrative Department Manager, under the general direction of the General Manager, is responsible for administering and supervising all accounting activities in the Administrative Services Department. Those include, but are not limited to, processing financial transaction and preparing and reconciling financial accounting records and reports; public agency budget development and administration, professional accounting work to ensure regulatory compliance with governmental accounting standards; monitor and provide advice on Agency investment portfolio; provide highly complex and responsible support to the General Manager in areas of expertise.

The Agency's annual operating budget is \$22,456,000 for FY23-24

The complete Job Description for this position may be viewed [here](#).

### IDEAL CANDIDATE

The Agency is seeking an experienced Finance Manager with an extensive finance and accounting professional background, as well as strong leadership to coordinate departmental work, and effectively manage and guide the Department towards established goals. A collaborative and responsive, service-minded individual with an open communication style will be a good fit for the position. The ideal candidate will be a results-oriented individual with excellent communication and relationship-building skills. He or she will be a positive change agent and champion of the Department's commitment to service. A candidate with significant experience presenting to Councils, Commissions, Boards, and Community Groups, who is comfortable engaging with internal and external stakeholders at all levels on a regular basis is being sought.

The incoming Finance & Administrative Department Manager should be approachable, personable, with strong interpersonal skills. The Agency is looking for a leader who will serve as an example to staff and promote teamwork by creating an environment of trust and mutual respect. A leader who is comfortable, open communication style who is honest and approachable but isn't afraid to hold team members accountable, will be ideal. The incoming manager should have knowledge and experience with performance measurement tools and the ability to motivate, develop, and evaluate staff using these tools.





### EDUCATION & EXPERIENCE

To perform the job successfully, candidates must have an in-depth knowledge of financial accounting and budgeting. A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field with a minimum of eight (8) years of management and/or administrative accounting experience, including two (2) years of supervisory experience. Designation as a Certified Public Accountant (CPA) or possession of a Master's degree in Public/Business Administration is highly desirable.

### KEY INITIATIVES/PRIORITIES

- ◆ Develop a cohesive workgroup that is effective in carrying out all aspects of the Agency's financial duties, including:
  - ◆ Current Cash Flow Analysis
  - ◆ CIP Funding Opportunities
  - ◆ Investment Opportunities & Management
  - ◆ Developing KPI's
  - ◆ Performing GAP Analysis with action plan
  - ◆ Review current processes with focus on effectiveness and efficiency.

### KEY DEPARTMENT GOALS

- ◆ Relaunch of financial software (Caselle)
- ◆ Team building with focus on efficiency and effectiveness
- ◆ CIP Funding
- ◆ Rate/Connection Fee
- ◆ Cashflow Tracking

### APPLICATION PROCESS

Tahoe-Truckee Sanitation Agency (TTSA) is currently recruiting for its next Finance & Administrative Department Manager to fill a vacancy.

Tahoe-Truckee Sanitation Agency offers a competitive salary range, and excellent benefits package. The actual starting salary for this position will be based on the selected candidate's qualifications and experience.

**The recruitment is open until filled with first review of applicants on Monday, March 18, 2024.**

To be considered for this exceptional opportunity, please upload an electronic version of your resume (including month/years dates of employment, cover letter, and names of four professional references (one each of: current supervisor, former supervisor, direct report, and colleagues). References will not be contacted until a conditional offer of employment is extended.

Upload all application materials [\*\*HERE\*\*](#)

Application can be emailed [\*\*HERE\*\*](#)

Incomplete applications will not be considered.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most well-qualified candidates will be referred to the District for interviews. A final selection will be made by the District following completion of a comprehensive reference and background check.







## THE COMPENSATION

Tahoe-Truckee Sanitation Agency offers a competitive salary range of **\$147,655—\$188,449**. The actual salary for this position will be determined based on candidates qualifications and experience, plus an attractive benefits package including:

**RETIREMENT:** CalPERS Retirement: Classic Employees: 2.7% at 55 formula. For “New” employees: 2% at 62 formula. Classic employee pay 8% of their reportable compensation on a pre-tax basis. “New” employees pay employee contributions on a pre-tax basis. District employee do not pay into Social Security.

**HEALTH INSURANCE:** The District offers major medical plans through CalPERS. Choose between two plans: PERS Platinum and PERS Gold. The District pays the entire monthly premium for the employee and eligible dependents. Employee pays any specific plan deductibles of copays.

**DENTAL:** The District provides Dental coverage for employee and dependents with a maximum of \$2,000 annual max per family member. Orthodontic benefits for dependent children up to age 18. **Employer Paid.**

**VISION:** The District provides vision coverage through VSP at no cost to the employee. The District provides coverage for employee plus dependents.

**SICK LEAVE:** Full time employees accumulate paid sick leave at the rate of 96 hours annually?

**HOLIDAYS:** The District provides 11 paid holidays and two (2) floating holiday hours per calendar year.

**VACATION:** Full-time Exempt Employees receive 240 hours annually.

**LIFE INSURANCE:** The District provides \$200,000 life and AD&D insurance at no cost to the employee.

**DEFERRED COMPENSATION:** Provided through IRS 457 plan.

**ADDITIONAL BENEFITS:** Short-Term Disability, Long Term Disability, HRA/FSA, Employee Assistance Program, Bereavement Leave.

**Optional Benefits:** Disability, Accident, Cancer, Life, Hospital, Critical Care

For more information contact:

**Gene Boucher**

Managing Director

P: (510) 838-1000 Option 2

E: [Gene@Boucher.Law](mailto:Gene@Boucher.Law)



Boucher Law, PC

[www.Boucher.Law](http://www.Boucher.Law)

*Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. A final selection will be made upon completion of a comprehensive reference and background checks.*