



TRUCKEE TAHOE AIRPORT DISTRICT

DIRECTOR OF FINANCE & ADMINISTRATION

\$101,936 - \$132,517
Annual Base Salary



CONNECTED, BY MORE THAN A RUNWAY

THE COMMUNITY

Truckee is a place rich in history with a quaint downtown that hosts charming shops and superb restaurants set in authentic historic buildings. Recently listed on the National Register of Historic Places, Truckee proudly retains its historic roots. Named for a Paiute Indian chief who helped guide thousands of emigrants in their westward journey through 40-mile desert. Truckee is well known for its logging, ice manufacturing, the Emigrant Trail, as well as for the tragic expedition of the Donner Party. At an altitude of 5,817 feet, Truckee offers clean air and water, and an outstanding quality of life. Superb recreation lies just outside your door with internationally recognized downhill and cross-country ski areas, water sports of all types, golf, hiking and biking opportunities for every ability.

Few mountain environments lie in such close proximity to the opportunities and services of major metropolitan areas. Truckee is approximately 180 miles north east of the San Francisco Bay Area, 100 miles north east of Sacramento, and 30 miles west of Reno, Nevada.

THE DISTRICT

The Truckee Tahoe Airport is an FAA designated public General Aviation Airport. It is situated in Martis Valley approximately two miles southeast of Truckee, California and seven miles north of Lake Tahoe. The Airport straddles both Nevada and Placer County lines and is managed by the Truckee Tahoe Airport District, a bi-county Special District.

Founded in 1958, the 425 square mile Truckee Tahoe Airport District (TTAD) was formed by the vote of the people. The Truckee Tahoe Airport serves private and charter aircraft, but offers no scheduled commercial flights. Like Interstate 80 and the Union Pacific Railroad, the Airport is a part of the Federal Transportation System. The Airport is funded by: local

airport commercial enterprises, building and hangar leases, local property tax, and grant funding through both State and Federal governments.

The District is home to 35,000 full time residents and 80,000 peak period visitors.

MISSION STATEMENT

The Truckee Tahoe Airport District is constantly striving to be an excellent example of local agency government. The following is the mission of the District:

The Truckee Tahoe Airport is a community airport that provides high-quality aviation facilities and services to meet local needs. We strive for low impact on our neighbors while enhancing the benefit to the community-at-large.

EMPLOYEE CORE VALUES

The Truckee Tahoe Airport District's workplace culture is rooted in our core values:

- **Safety, Security, Efficiency** - We will adhere to all workplace and trade safety laws, regulations, standards and practices.
- **High Quality Customer Service** - We extend our passion for service to all we encounter, and consider the following as our "customers": Aeronautical Customers, non-aeronautical Customers, fellow team members, contractors, Board of Directors, agencies, District taxpayers, visitors, and the entire community we serve.
- **Low Impact** - We acknowledge and celebrate the positive impact the District provides to the community, but we acknowledge the noise and annoyance the Airport has on our neighbors.
- **One Team** - We put team success first and work to promote cooperation and commitment within the district to fulfill our Mission and serve our Community. We believe that together we achieve more.

- **Community Focused** - We are a mirror of the community we serve. For many we are their first and last impression of our Community.
- **Work/Life Balance** - Instead of a culture of process adherence, we want a culture of Freedom with Responsibility resulting in high efficiency, enhanced safety, and an increase in happiness.

The District is also seeking a candidate that possesses an advanced skill set to train, lead, mentor, motivate and evaluate their direct personnel. In addition, the ideal candidate will possess a strong teamwork mentality and the ability to function as part of the executive leadership team

THE POSITION

The Director of Finance and Administration is a single-position management classification that is responsible for duties that are administrative/managerial and complex in nature, involving highly technical functions. This position has broad management authority for the day-to-day operations of the Finance and Administration Department. The Director of Finance and Administration will receive policy direction from the General manager, and exercises direct supervision over two general accounting staff.

The Director of Finance and Administration is required to attend the District's monthly (evening) Board meetings, as well as Special Board meetings and workshops.

IDEAL CANDIDATE

The ideal candidate should have the ability to develop, plan and implement department goals and objectives and recommend and administer policies and procedures related to the operations and activities of the Finance and Administration Department. Direct, oversee and participate in the development and administration of the District's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; and direct the monitoring and approval of expenditures. Prepare required governmental reports and financial statements, keeping abreast of changes and requirements in governmental accounting and tax procedures to assure compliance with annual audit.

KNOWLEDGE OF

Advanced principles and practices of governmental accounting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, AP/AR and payroll management. Knowledge of sales and use tax, fuel excise tax, and leasing and contract law is highly desirable. As well as, leading principles in public sector risk management; and best management practices as applied to the analysis and evaluation of programs, policies and operational needs.

ABILITY TO

On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues and explain and interpret policy. Gain cooperation through discussion, persuasion and goal setting.

EDUCATION/CERTIFICATION

Seven (7) years of progressively responsible experience in governmental accounting and financial work, including at least five (5) years of administrative and supervisory responsibility within a Finance Department.

Bachelor's degree from an accredited college or university with major coursework in Finance, Public Administration, Business Administration, or a related field. Possession of a CPA, CMA, or MBA is highly desired.

COMPENSATION AND BENEFITS

TTAD is proud to offer a competitive salary and benefit package, including:

- **Retirement CalPERS 2.0% @ 62 PEPRA formula for employees new to the CalPERS system, 2.0% @60 or 2.7% @ 55 Classic formula for employee's doing a reciprocal transfer. Five year vesting required. The District also offers a Self-Funded 457 Retirement Plan.**
- **Health Insurance: Health, dental and vision insurance is provided for the employee and their families with 93% of the monthly premium costs paid by the District.**
- **Vacation Leave: Accrual at the rate of 20 days per year with increase based on years of service. Cap is 160 –240 hours per year depending on position classification.**
- **Holidays: 11 paid holidays annually.**
- **Sick Leave: Accrual of 12 days per year.**
- **Military Leave: In compliance with Military and Veteran's Code, section 395 et. Seq.**
- **Group Term Life Insurance: Paid by District. Voluntary supplemental life insurance offered at employee's expense.**
- **Long Term Disability Insurance: Paid by District.**
- **Employee Assistance Program (EAP): For the Employee and dependents.**
- **Clothing, Fitness, and Cell Phone Allowance.**

SELECTION PROCESS

To be considered for this exciting opportunity, please submit a cover letter, resume, job application and a current DMV driving record. The position is:

**OPEN UNTIL FILLED; FIRST ROUND OF REVIEW TO BEGIN
JANUARY 18, 2019**

The Application Form as well as complete Job Description can be found on our website at

<https://trucketahoeairport.com/administration/hr>

Application packets will be screened relative to the criteria outlined in this brochure and job description. Candidates with the most relevant experience and qualifications will be invited to an interview and/or technical testing.

For more information, please contact Lauren Tapia, Human Resource Manager, 530-587-4119 x107 or Lauren.Tapia@trucketahoeairport.com