

THE COUNTY OF PLACER, CALIFORNIA, IS SEEKING A  
HIGHLY SKILLED PROFESSIONAL FOR THE POSITION OF

# STAFF SERVICES MANAGER

TAHOE SHORT TERM RENTAL, PARKING, & CODE ENFORCEMENT PROGRAMS

COMMUNITY DEVELOPMENT RESOURCE AGENCY

## ANNUAL BASE SALARY

**\$102,710 - \$128,252**

- Plus a comprehensive benefits package
- Starting salary is dependent upon qualifications and experience



This position is eligible for an additional \$1,000 per month Tahoe Branch Assignment Premium for employees who are permanently assigned to a position located in the North Lake Tahoe Area.

**TO APPLY FOR THIS EXCELLENT CAREER OPPORTUNITY,**  
please submit an application via the County's website at  
[jobsatplacercounty.com](http://jobsatplacercounty.com). This position is open until filled.





## THE POSITION

The Community Development Resource Agency (CDRA) is accepting applications to fill one Short-Term Rental, Parking, and Code Enforcement Program Manager (Staff Services Manager) vacancy in the Administration/Community Development Services Division. This position is located in Tahoe City, CA and is responsible for managing and overseeing the Short-Term Rental, Parking, and Code Enforcement programs, including overseeing nine (9) team members in administrative, analytical, and enforcement positions.

### **Key duties include:**

- Overseeing the Short-Term Rental Program:
  - Tracking and monitoring short-term rental unit data
  - Preparing code amendments and updates to various policy documents
  - Coordinating with internal and external stakeholders
  - Preparing and presenting information to a variety of stakeholder groups, including the Board of Supervisors
  - Preparing budgets and assisting in budget implementation and forecasting for staffing, equipment, and supplies/materials
- Overseeing the Tahoe Code Enforcement Program
  - Planning, organizing, and supervising Code Enforcement Division activities
  - Performing highly responsible and complex code enforcement duties related to zoning, building, health and safety, land use, short term rental, housing, and parking
  - Communicating with the public regarding code compliance and enforcement
  - Applying county and state codes and ordinances in support of the citation and appeals process
  - Preparing budgets and assisting in budget implementation and forecasting for staffing, equipment, and supplies/materials

## MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **EXPERIENCE**

Five (5) years of increasingly responsible work experience managing programs and/or conducting detailed analysis requiring the preparation and submission of findings with recommendations.

### **TRAINING**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, or a related field.

## THE IDEAL CANDIDATE

The ideal candidate will have experience with short-term rental programs and code enforcement and will understand the application of state and federal laws, regulations, and funding. Additionally, the ideal candidate will demonstrate the ability to problem solve, collaborate with others, and prepare and present effective technical reports using appropriate research methods and analysis.

We hope that you will consider joining our Placer County team at an exciting time as we tackle expansion, growth, and continued opportunities for change over time. We look forward to reviewing your qualifications for this key role to help Placer County remain the best place to live, work, and play!



## COMPENSATION AND BENEFITS

The annual base salary range for this management position is \$102,710 - \$128,252. The starting salary is dependent on qualifications and experience. In addition, Placer County offers an attractive benefits package as described below:

### ANNUAL LEAVE

The County provides up to 100 hours of management leave annually to be used as time off or cashed out, 12 paid days of sick leave, and 14 paid holidays per year (two of which are floating holidays). Vacation is accrued beginning at 10 days per year and increasing to a maximum of 25 days per year with 20 years of service.

### CAFETERIA PLAN

The County provides \$5,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.

### DEFERRED COMPENSATION

Voluntary 401(k) and 457(b) plans are available through payroll deductions. The County will match one dollar for every two dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$1,500 per employee per calendar year.

### LIFE INSURANCE

The County provides life insurance of \$50,000 and an AD&D policy of \$10,000.

### HEALTH, DENTAL, AND VISION INSURANCE

The County offers a choice of health insurance plans provided through CalPERS, with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance (dependent coverage is available at employee's expense).

### RETIREE MEDICAL

Employees receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit, including five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

### RETIREMENT PLANS

Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS).

ANNUAL SALARY & BENEFITS	STEP 1	STEP 10
ANNUAL SALARY	\$102,710*	\$128,252*
TAHOE ASSIGNMENT PREMIUM (\$1,000 PER MONTH)	\$12,000	\$12,000
MANAGEMENT LEAVE CASH OUT (100 HOURS ANNUALLY)	\$4,938	\$6,166
CAFETERIA PLAN	\$5,000	\$5,000
401(K) EMPLOYER MATCH ANNUAL MAXIMUM	\$1,500	\$1,500
TOTAL ESTIMATED BENEFITS	\$78,658	\$87,756
TOTAL ESTIMATED ANNUAL SALARY & BENEFITS	\$204,806	\$240,674
NET TOTAL ESTIMATED ANNUAL SALARY & BENEFITS (LESS EMPLOYEE COST)	\$180,400	\$216,268

For a more detailed listing of Management benefits, [click here](#).

\*The starting salary is dependent on qualifications and experience.





## VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 420,717 in unincorporated and incorporated areas of the County combined (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the western-most points of the County.

## EMPLOYER OF CHOICE AND COUNTY GOVERNANCE

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and Jessup University, with plans for two additional universities to be developed in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities. Outdoor recreation activities in Placer County are abundant all year long, from hiking and biking to horseback riding, rafting, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large are responsible to the Board on budgetary and operational issues. The remaining majority of department heads are appointed and work at the pleasure of the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2024/25 is \$1.22 billion with a current staff of approximately 2,800 funded positions.

**FOR MORE INFORMATION ABOUT PLACER  
COUNTY, PLEASE VISIT [WWW.PLACER.CA.GOV](http://WWW.PLACER.CA.GOV)**



Placer County is located north of the capital city of Sacramento and is conveniently near two major airports: Sacramento International Airport and Reno-Tahoe International Airport



### ECONOMICALLY STRONG COUNTY

Median household income of \$99,734 and median home value of \$539,400



Placer County has good student-teacher ratios, high graduation rates, and exceptional test scores



### TOP 10

#### PLACES TO RAISE A FAMILY IN CALIFORNIA

Placer County reached number 7 out of 58 in 2023



### 50%

#### RESIDENTS HAVE AN ASSOCIATE'S DEGREE OR HIGHER

### THE PLACER COUNTY REGION OFFERS A WONDERLAND WITH FOUR DIVERSE SEASONS TO ENJOY THE OUTDOORS



### 420,717

#### TOTAL POPULATION



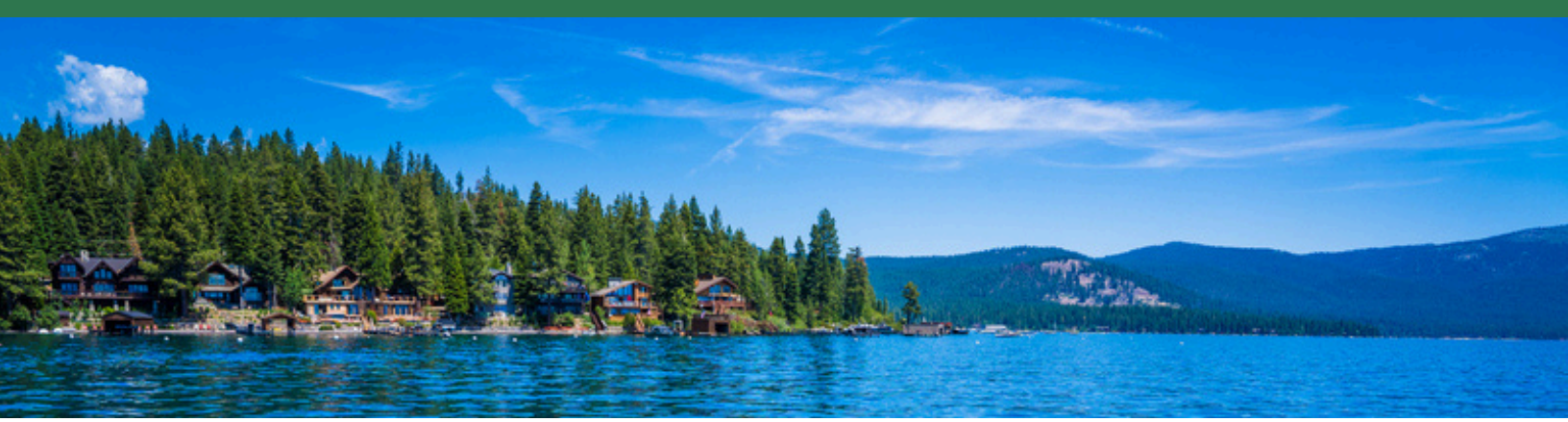
Placer County ranked highly in longevity, quality of life, social behaviors, and access to clinical care



### 41.8

#### MEDIAN AGE





## SELECTION PROCESS

To apply for this excellent career opportunity, please submit a cover letter, resume, and an application via the Placer County website [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com). This position is open until filled.

Appointment to these positions will be contingent upon successful completion of a post-offer, pre-employment physical examination, and a background investigation, including a Livescan fingerprint clearance.

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

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**Thank you for your interest in employment with Placer County.** Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.



*Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.*

**HUMAN RESOURCES DEPARTMENT**  
**Equal Opportunity Employer**  
145 Fulweiler Avenue, Suite 200  
Auburn CA 95603

(530) 889-4060  
[www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)