

CITY OF SOUTH LAKE TAHOE

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MEDIA ADVISORY

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The City of South Lake Tahoe is Hiring

South Lake Tahoe, CA (January 13, 2016) - The City of South Lake Tahoe is currently recruiting for the following positions:

Assistant City Clerk

The Assistant City Clerk is considered an advanced journey level position within the administrative support series with responsibility for participating in and assisting in directing the activities of the City Clerk's Office. Incumbents in this class assist in planning, organizing, directing, coordinating, and implementing the activities of the City Clerk's Office, provide supervision over assigned staff, provide responsible technical support to the City Clerk, and represent the department in the absence of the City Clerk.

Fire Battalion Chief

The Fire Battalion Chief is considered a Division Manager with responsibility for the management of a shift and/or Fire Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, motivation, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget.

Recreation Leader – Visitor Information Services

The position of Recreation Leader includes providing information services to visitors with an emphasis on encouraging, inspiring, and educating the public to help preserve and protect Lake Tahoe while enjoying many recreation amenities. Daily activities include distributing visitor and transit information, some cash handling and light maintenance. Additional opportunities exist to develop and present community outreach programs, demonstrations, and nature hikes. This position is located at Explore Tahoe at the Heavenly Village.

For more information and to apply, go to
<http://agency.governmentjobs.com/slaketahoe/default.cfm>

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