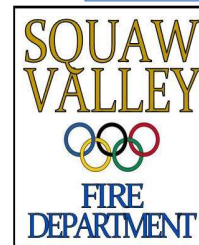




# SQUAW VALLEY PUBLIC SERVICE DISTRICT



## DISTRICT BOARD VACANCY This term is from appointment to November 2020

- The Squaw Valley Public Service District is governed by a five-member Board of Directors.
- **Registered voters** within District boundaries are eligible to be appointed to the Board.
- Board members are required to file a Statement of Economic Interests under §87200 of the Political Reform Act within 30 days of assuming office. The Act requires public disclosure of certain investments, interests and incomes that may pose potential conflicts of interest.
- Newly appointed public officials are required to complete State mandated Ethics training and Anti-Harassment training within one year of taking office.
- First term Directors are required to attend, and complete Special District Leadership Academy's Governance Leadership Conference for Elected and Appointed Directors provided by the California Special Districts Association.
- Current Director's compensation is \$600 per month for attendance at all regular, special and committee meetings of the Board and all Board-directed outside meetings. Director must complete withholding forms for income tax purposes. A \$6,000 / year health care reimbursement of qualified medical expenses for each Director and eligible family members is also included.
- Board meetings are typically the last Tuesday of the month at 8:30 a.m. except for November and December which may be earlier due to holidays.

**Applications are due on Friday, March 15, 2019 by 5 p.m.**

**APPLICATION FOR MEMBERSHIP ON THE BOARD OF DIRECTORS**

**FILING DEADLINE: March 15, 2019**

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBERS: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

ARE YOU A REGISTERED VOTER IN OLYMPIC VALLEY? \_\_\_\_\_

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_

BRIEF EMPLOYMENT EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

ORGANIZATION AND COMMUNITY EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

OTHER EXPERIENCE WHICH YOU FEEL WOULD BE HELPFUL TO BRING TO THE ATTENTION OF BOARD MEMBERS IN MAKING THIS APPOINTMENT: \_\_\_\_\_

\_\_\_\_\_

EDUCATION (INCLUDE HIGH SCHOOL, COLLEGE AND/OR UNIVERSITY, & GRADUATE STUDY):

\_\_\_\_\_

WHY YOU WOULD LIKE TO BE APPOINTED: \_\_\_\_\_

\_\_\_\_\_

A RESUME OR LETTER CONTAINING OTHER PERTINENT INFORMATION ABOUT YOURSELF WOULD BE HELPFUL TO THE BOARD MEMBERS IN EVALUATING YOUR APPLICATION.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

*APPLICATION MUST BE FILED WITH THE BOARD SECRETARY AT THE DISTRICT'S OFFICE.*

## **JOB DESCRIPTION BOARD MEMBER/DIRECTOR**

### **DEFINITION**

Serves as a member of the elected Board of Directors of the Squaw Valley Public Service District. Represents the public and is vested with the duty to oversee District affairs.

### **DESCRIPTION**

Board members work collectively as a legislative body to accomplish the mission of the District through policymaking and general direction to District management.

### **EXAMPLE OF DUTIES**

- \* Participate in Board and Committee Meetings.
- \* Solicit public opinion.
- \* Communicate with constituency.
- \* Represent the District in the community.
- \* Set District policies, guidelines and priorities.
- \* Review and approve goals, budgets, plans and programs.
- \* Review Agendas, Board Packages, reports and other written materials.
- \* Attend District ceremonies and functions.
- \* Work cooperatively with other Directors, management and the public.

### **MINIMUM QUALIFICATIONS**

Directors must be a registered voter within the boundaries of the Squaw Valley Public Service District/Squaw Valley Fire Department, and be available to attend Board meetings (currently held the last Tuesday of the month at 8:30 a.m.).

#### **Education:**

- \* Completion of at least one course from the Special District & Local Government Institute, or equivalent, within one year of taking office, and shall be certified in Special District Leadership & Management within two (2) years from taking office.
- \* Continuing education at least once per year through attendance at CSDA and/or other special district and public employer's conferences and seminars.
- \* Completion of state required training in Ethics, Conflict of Interest, and the Brown Act (open meeting laws) every two years.

#### **Knowledge:**

- \* Meaning and intent of the Water Code under which the District is organized, the Brown Act (Open Meeting Law), Fair Political Practices Act and District regulatory ordinances.
- \* Awareness of State and regional environmental law, taxation law and public sector labor law.
- \* Familiarity with District water and sewer systems, Fire Department operations, and regional treatment facilities.
- \* Cognizance of maintenance and operations programs and services in the Utility and Fire Departments.
- \* Intent of District budgets, financial plans and related fiscal matters.
- \* Content of District Master Plans.
- \* Procedures for simple parliamentary actions.
- \* Duties, organization and distribution of District personnel.

## **BOARD MEMBER/DIRECTOR**

Page Two

**Specialized knowledge is not a prerequisite to assuming office.**

### **Skills and Abilities:**

- \* Make critical decisions on major issues with long-term implications.
- \* Communicate in a clear and concise manner.
- \* Awareness and understanding of public affairs.
- \* Practice of leadership methods and cooperative teamwork.
- \* Exercise of good judgment and ethical standards.
- \* Ability to analyze situations and adopt an effective course of action.

### **Hours of Work:**

Directors work flexible schedules and typically devote 10 to 20 hours per month to official duties. Directors are elected to serve four-year terms.

### **Compensation:**

Directors are paid a stipend of \$600 per month. Actual business and travel expenses in connection with official duties are reimbursed at cost.

\* \* \*

Adopted 10-26-95

Updated 02-04-02; 06-27-06; 03-31-09