

Faye-Marie Pekar

• South Lake Tahoe, CA 96150

EDUCATION

San Diego State University, San Diego, CA
Master's in Public Administration

December 2022

Sonoma State University, Rohnert Park, CA
BA, Environmental Studies and Planning,
Concentration in Conservation and Restoration
Minor, Biology

May 2013

Lake Tahoe Community College, South Lake Tahoe, CA
AA, Natural Science
AA, Liberal Arts

June 2010

REVELANT WORK EXPERIENCE

Washoe County, NV

Park Planner

12/2022-Present

- Identify priorities of the Regional Parks and Open Space Program, including soliciting community input, evaluating potential park and open space sites and recommending site development to best meet recreational and natural resource goals.
- Design, update and implement park master plans, amendments and studies in areas such as natural resources, land use and transportation, community design, land and subdivision development and zoning regulations and ordinances.
- Review land development applications and proposals to determine their impact on the County's natural and recreational resources and develop recommendations on how best to mitigate impacts.
- Consult with applicants on development proposals and applications and negotiate the terms and conditions of contracts for land acquisition and disposal, easements and rights of entry.
- Give presentations before governing bodies, neighborhood and community groups on behalf of the department.
- Participate with other agencies in developing the County's Regional and Open Space Master Plan, as well as regional and multi-jurisdictional areas as identified in regional, state and federal plans.

City of South Lake Tahoe, South Lake Tahoe, CA

2/2017-11/2022

Engineering Technician

- Performed development review plan check, reviewed and processed approvals of private developments affecting City streets, drains and related public works facilities; assured compliance with appropriate easements, codes, ordinances, rules and regulations.
- Oversaw facilitation of Subdivision Map Act (SMA) applications including lot line adjustments, merges, parcel maps, easements, hold harmless agreements, right of entry documents and other legal documents associated with City owned property or City interest.

- Coordinated in the management of public works, parks, complete streets, and stormwater activities and projects; communicated and coordinated with other City departments, various boards, commissions, committees, developers, and outside agencies with assigned projects.
- Wrote Grant Proposals for planning and design studies, erosion control and capital improvement projects, including design, land acquisition, and construction funding. Monitored active grants to ensure that all stipulations and regulations regarding the use of funds are met; maintained appropriate records and documentation to satisfy any audit requirements.
- Prepared staff reports, resolutions, grant agreements, contract purchase agreements and presentations to City Council, Planning and Parks & Recreation commissions, various committees and to the public.
- Developed and coordinated Citywide plans, projects, and programs that implement the complete streets program, parks and stormwater infrastructure improvements. Prepared complete street studies and reports.

City of South Lake Tahoe, South Lake Tahoe, CA

5/2015-1/2017

Stormwater Intern

- Performed inspections of City stormwater infrastructure, erosion control, restoration projects to identify maintenance needs, potential pollutant sources, and threats to water quality to meet state mandated TMDL requirements
- Reviewed and entered water quality data and inspection results in a standardized database format and provide QA/QC of entered data
- Assisted in the development of public education and outreach efforts related to stormwater pollution prevention
- Worked with GPS, GIS, and database software to assist in maintaining and updating maps and records of stormwater improvement projects and tributary drainage areas

Douglas County Parks and Recreation Department, Kingsbury, NV

9/2015-1/2017

Recreation Specialist

- Supervised evening staff and oversaw building operations including training new staff, scheduling staff, assisting with timecards, managing youth sports programs, special events, and troubleshooting software
- Assisted with managing facility expenses by running nightly report, daily deposits and balancing monthly revenues with annual budget
- Compiled information for publication of quarterly Activity Guide of all Douglas County Parks and Recreation services and City of South Lake Tahoe recreational activities- noting special events, classes and general information the centers provide as a service to the public
- Programed registration of classes and activities the community center provides in recreation software and complies timetable of class schedules for staff and public
- Handled instructor and personal trainer contracts and monitor that agreements are accurate and up-to-date
- Instructed CPR/AED and first aid classes for Douglas County staff members

Douglas County Parks and Recreation Department, Kingsbury, NV

10/2013-8/2015

Recreation Leader II

- Organized and promoted special events including annual Halloween Carnival, Easter Egg Hunt and Father Daughter Dance
- Performed variety of customer service functions including initial greetings, answered multi-line phone system and forward calls, check facility users in and out, issue passes to various recreational services and track retail sales
- Compiled and balanced various financial document reports
- Supervised groups of 2-20 children during before school program and youth sports

Carson Valley Swim Center, Minden, NV

5/2015-9/2015

Supervisor

- Supervised assigned staff, including performance management. Plan, organize and coordinate the work of assigned staff
- Assisted staff in being a valuable employee by providing guidance in adhering to rules and regulations to keep all equipment and areas in clean, safe operating condition
- Maintained pool facility to insure cleanliness, safety of customers, staff and equipment
- Evaluated pool usability, including chemical levels, ensure daily/monthly maintenance and safety inspections of facility and equipment
- Investigated complaints and resolve concerns and issues of staff and customers in a professional manner
- Responded to medical and non-medical emergencies in and out of the pool; Perform first aid and lifesaving tasks within scope of training and skill level

UC Davis Tahoe Environmental Research Center, Incline Village, NV

10/2013-11/2014

Jr. Research Specialist

- Led preparation of field reports and data collection for lake water sampling in Lake Tahoe and Yosemite for the Rim Wildfire Project
- Aided with field operations including collection of water from lake and use of instruments measuring the lakes clarity and temperature
- Conducted lab analyses on water samples such as Particulate Carbon, Phosphorus and Nitrogen and organize results into the lab database
- Executed research dives in and around Lake Tahoe involving invasive species removal or at designated field research sites

UC Davis Tahoe Environmental Research Center, Incline Village, NV

5/2013-10/2013

Intern

- Prepared, labeled and organized collection bottles, syringes and bags for lake samplings
- Aided researchers in field work and instrument usage
- Conducted research dives with team including instrument retrieval and deployment, clam excavations, sediment collection, and water sampling within channel of Emerald Bay
- Helped researchers with chemistry lab analyses and filtered water samples
- Calibrated thermistors and created user manuals for instruments

City of South Lake Tahoe Parks and Recreation, South Lake Tahoe, CA

6/2006–10/2013

Head Lifeguard/Lifeguard

- Assisted the Supervisor with management of the facility including swimming pool timetable and operations, writing staff work schedules, interviewing, and training staff

- Directed and supervised lifeguards during in-service trainings for rescue skills and ensured policy was followed
- Provided leadership, especially in emergency situations by acting immediately, appropriately and calmly
- Maintained good public relation by handling complaints, questions, and concerns related to the pool within scope of responsibility and reported them to the Director

Swim Instructor

- Instructed proper swimming techniques from infants to adults of all abilities
- Provided encouragement, verbal feedback and documented progress of each student
- Led senior water exercise classes with energy and enthusiasm

Kids Club Leader/Summer Camp Leader

- Collaborated with co-leaders to create a positive, fun, and lively recreation environment for youth in a variety of indoor and outdoor activities, including swimming, rock climbing, games, arts/crafts, field trips and more
- Tutored and assisted children with school work during Homework Club time
- Managed group of 8 -10 middle school students independently during Camp Radical outdoor activities

Front Desk Cashier

- Welcomed visitors and answered incoming telephone calls, provided information regarding activity schedules and registration requirements, process customer registrations
- Collected money, issued receipts and accounted for all money received at end of shift
- Operated standard office equipment including copier, fax, filing systems, phones, cash register and computer

ADDITIONAL SKILLS AND ACCOMPLISHMENTS

- Commissioner for City of South Lake Tahoe Measure P Independent Citizen’s Oversight Board 2023-2027
- Leadership Lake Tahoe class of 2020
- Certificate of Public Management, University of Reno-June 7, 2019
- Former Director of Community Engagement for Tahoe Regional Young Professional
- Former Union 39 Stewart
- PADI Rescue Diver SCUBA Certified
- NAUI Master Scuba Diver Certified

PENDING ACCOMPLISHMENTS

- American Institute of Certificate Planners (AICP) Certificate-2023
- Certified Parks and Recreation Professional (CPRP)-2023