

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

ASSISTANT EXECUTIVE OFFICER

DEFINITION

Under the general direction of the Executive Officer, provide overall project management for state mandated programs of LAFCO as established by local policy and State Law. The Incumbent performs and manages complex professional work in support of LAFCO, including data collection and analysis, report preparation, public contact; and other related duties as required.

DISTINGUISHING CHARACTERISTICS

The LAFCO Assistant Executive Officer is an “at will” management employee who performs all duties necessary for the proper and efficient management of LAFCO as determined by State Law, El Dorado LAFCO and the Executive Officer. In the absence of the Executive Officer, the Deputy Executive Officer reports directly to the Commission and functions as the Executive Officer.

The Assistant Executive Officer acts as program coordinator and project manager to implement various components of the El Dorado LAFCO work program, including Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) Updates; reviews and analyzes proposals to change local agency boundaries; conducts complex studies related to the provision of local governmental services; analyzes data, presents summarized information and recommendations to the Executive Officer and the Commission; and provides managerial assistance to the Executive Officer.

EXAMPLES OF DUTIES

- Provide overall project planning, analysis, proposal recommendations and management on routine jurisdictional changes, complex reorganizations, consolidations of special districts, mergers of districts with cities and LAFCO-initiated consolidations, incorporation of cities and other changes to agencies as allowed in State Law;
- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet State Law requirements and El Dorado LAFCO policies and objectives;
- Reviews and analyzes proposals filled with LAFCO, conducts field investigations, makes recommendations and prepares and presents staff reports;
- Performs analysis relating to the California Environmental Quality Act (CEQA), reviews and, as necessary, prepares CEQA documents necessary for LAFCO action;

- Conducts special studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive;
- Performs administrative functions such as developing fee schedules, surveys, and policy and procedure manuals;
- Makes presentations and manages public participation/outreach processes relating to pending LAFCO proposals, LAFCO programs and LAFCO laws, policies and procedures;
- Prepares complex graphics, charts and other illustrative materials;
- Provides support to the Executive Officer in analyzing and preparing the LAFCO budget for action by the Commission;
- May act as a first line supervisor; manage contracts and consultants, and serves as acting Executive Officer in the absence of the Executive Officer;
- Participates in LAFCO related organizations and professional associations;
- Performs other related duties as required

QUALIFICATIONS

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

EDUCATION AND/OR EXPERIENCE

- Equivalent to graduation from an accredited college or university with a degree in Public Policy, Planning, Political Science, Economics, Sociology or other related areas;
- A minimum of four to six years' experience with LAFCO to include at least three years in an analyst position;
- Must have an understanding of urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government;
- Must have significant experience in handling jurisdictional consolidations, reorganizations and their resultant financing and tax issues;
- A Master's degree in one of these specialties may be substituted for one year of experience.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

KNOWLEDGE OF:

- Pertinent State, Federal and local laws and regulations relating to the organization, financing, services, programs, and functions of cities and special districts;
- Local Agency Formation Commission law, practices and procedures;
- The California Environmental Quality Act, the Brown Act and their application to LAFCO actions;
- Principles, practices, trends and techniques of urban and regional planning and public infrastructure planning;
- Research and statistical methods;
- Interagency relationships;
- Modern office procedures and computer equipment
- State, city and county legislative processes;
- The use of Geographic Information Systems

SKILL IN:

- Organizing and directing administrative and analytical support activities for LAFCO;
- Strong analytical thinking and capability of solving complex, multi-layered issues;
- Public speaking, oral and written skills as well as excellent political judgment;
- Project management as well as experience with conflict resolution and mediation;
- Analyzing, interpreting and evaluating technical and budget reports;
- Developing and producing concise and descriptive written and oral reports;
- Establishing and maintaining effective relations with representatives of local agencies, special districts and the public;
- Working on and coordinating several complex and/or controversial projects simultaneously, and delivering timely results;
- Making decisions, evaluating and learning from the results of those decisions;
- Supervising, training and evaluating the work of subordinate staff;
- Collecting, analyzing and interpreting data; extrapolating trends and end results and formulating recommendations;
- Working independently.
- Driving to meetings and conduct field visits throughout the County

Approved: XXXX, 2017