

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

EXECUTIVE OFFICER

DEFINITION

Under general policy direction from the Local Agency Formation Commission, the incumbent administers Commission business, provides administrative, research services and advisory services to the Local Agency Formation Commission, and manages specialized administrative staff for the Commission.

The Executive Officer is the designated Environmental Coordinator (Policy 3.2.4), Budget Administrator (Policy 2.1.5), and Purchasing and Financial Officer of LAFCO (Policy 2.7.1).

DISTINGUISHING CHARACTERISTICS

The Executive Officer of the Local Agency Formation Commission is appointed by, reports to, and serves at the will of the Local Agency Formation Commission. This single position classification, authorized by §56384 of the Government Code, has responsibility for overall policy development, program planning, fiscal management, administration and operation of the Local Agency Formation Commission. The incumbent is responsible for developing and accomplishing administrative goals and objectives, in addition to implementing the applicable provisions of the Government Code, the California Environmental Quality Act, Brown Act, other related statutes and the policy goals of the Local Agency Formation Commission.

EXAMPLES OF DUTIES

MEETINGS AND PROCEEDINGS

- Schedules and prepares for regular and special meetings of the Commission, including the public noticing, preparation and timely transmittal of the meeting agenda and related reports and recommendations, and presentation of the reports at the meetings
- Prepares special reports and studies to the Commission as mandated by statute, such as municipal services reviews and spheres of influence
- Monitors new and proposed State and local legislation that pertains to LAFCO and prepares reports to the Commission that includes a recommendation of support or opposition to proposed legislation.
- Processes applications for city and district formation, annexation, reorganization, consolidation, detachments, and extension of services by contract

- Prepares the necessary California Environmental Quality Act documents (e.g. Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans) for those actions in which El Dorado LAFCO is the lead agency
- Reviews and prepares comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission
- Coordinates with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel

ADMINISTRATIVE DUTIES

- Develops, oversees and reviews the budget and its accompanying work plan
- Administers the adopted LAFCO budget by maintaining budget controls, records, files, and making timely payments of claims, deposits of revenues, and preparation of a bi-weekly payroll
- Provides leadership, strategic direction, and management to LAFCO
- Selects, trains, evaluates, supervises and manages clerical staff, employees and consultants
- Assigns work activities, projects and programs
- Monitors work flow and the day-to-day business of LAFCO
- Prepares and manages contracts, subject to the review of the Commission

FISCAL AND BUDGET DUTIES

- Oversight of all financial accounts and transactions
- Prepares and implements the LAFCO budget, including the forecasting of revenue and expenses, and identifies and recommends alternatives for the implementation of the budget, subject to the review of the Commission

ADVISORY AND RESEARCH DUTIES

- Serves as principal staff advisor to the Commission
- Attends all Commission meetings
- Interprets and applies relevant government codes
- Prepares background data, studies, reports and recommendations for LAFCO decisions
- Monitors and evaluates agencies, their service capabilities and proposals for changes of organization
- Executes all required legal documents related to the determinations of the Commission

OUTREACH AND LIAISON DUTIES:

- Represents the Commission before public and private policy-making agencies and community groups
- Coordinates LAFCO processes with the discretionary actions of other agencies
- Participates in related organizations, such as the California Association of LAFCOs and professional associations.

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 administration, business administration, planning or a closely related field
- Four years of increasingly responsible experience in a capacity that would have afforded the opportunity to acquire the knowledge and abilities required to administer the functions of a Local Agency Formation Commission.

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

KNOWLEDGE OF:

- Pertinent State, Federal and local laws
- Statutory purposes of the Local Agency Formation Commission
- Local government organization, structure, services, programs, and functions
- The California Environmental Quality Act, the Brown Act and their application to LAFCO actions
- Principles and practice of public administration, organizational analysis, leadership, team building and conflict resolution
- Research methodologies, group and organization dynamics, and the communication skills and techniques necessary for gathering, evaluating, and transmitting information to the Commission, other agencies, community organizations, and the general public
- Understanding of urban planning theory and techniques, public finance, public infrastructure planning, environmental laws, and local government
- Modern office procedures and computer equipment

- Knowledge of the use of Geographic Information Systems and maintenance of Internet web sites is desirable

SKILL IN:

- Organizing and directing administrative and analytical support activities for LAFCO
- Analyzing, interpreting and evaluating technical and budget reports
- Gaining cooperation through discussion and persuasion
- Establishing an efficient organization by facilitating consensus building and decision making
- Establishing and maintaining effective working relationships with individuals and groups representing diverse cultures and interests
- Interpreting and applying LAFCO policies, decisions, rules and regulations
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Communicating clearly, orally and in writing
- Driving to meetings and conduct field visits throughout the County

Approved: XXXXX, 2008