

EL DORADO COUNTY LOCAL AGENCY FORMATION COMMISSION
JOB DESCRIPTION

EXECUTIVE OFFICER

DEFINITION

LAFCo is a State mandated [agency that is tasked](#) to encourage orderly growth and development and the logical formation and reorganization of local agency boundaries and service area with appropriate consideration of preserving agricultural and open space lands within [Orange El Dorado](#) County.

Under broad policy guidance and direction of the Board of Commissioners, execute the policies and directives of the Local Agency Formation Commission (LAFCO) in conformance with State law. Provide professional and non-partisan administration of the day-to-day activities, duties, and responsibilities of the Commission.

DISTINGUISHING CHARACTERISTICS

[The Executive Officer must be able to communicate effectively with the Board of Commissioners, two cities, fifty dependent and independent special districts and various other interested parties. Further, the position is responsible for the preparation, recommendation, adoption, implementation, and monitoring of LAFCo's annual budget of \\$500,000.](#)

The Executive Officer works directly with the Board of Commissioners to identify challenges and Opportunities —facing—LAFCO —and —to —develop—a —broad—framework —to guide the Agency's decisions involving State and Commission-initiated mandates and to provide leadership in [Orange El Dorado](#) County on local and regional issues.

The Executive Officer is accountable to the Board of Commissioners and responsible for enforcement of LAFCO ordinances, policies, and procedures, the conduct of all financial activities and the efficient and economical performance of LAFCO operations. The duties of this position are performed with wide latitude of action in planning and directing functions so as to establish and maintain effective management of the administrative affairs of LAFCO.

The Executive Officer work with Agency staff to proactively plan for multi-year projects, prioritize staff's efforts, and ensure the most efficient allocation of Agency resources.

EXAMPLES OF ESSENTIAL FUNCTIONS – Based on assignment, essential job functions include, but are not limited to, the following: (*Management reserves the right to add, modify, change or rescind work assignments as needed*).

Plan, organize, and administer, either directly or through subordinate management staff; coordinate and evaluate the work of LAFCO in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Commissioners. [This includes the ability to perform or manage periodic Municipal Service Reviews \(MSRs\) consistent with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Knowledge and administration/change management of Spheres of Influence\(SOIs\) for the multitude of agencies involved is also essential.](#)

Direct and coordinate the development and implementation of short and long-term goals, strategic and work plans, objectives, and programs for the Board of Commissioners and LAFCO; develop administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.

Oversees the preparation of the annual budget for LAFCO; authorizes directly or through staff, budget transfers, expenditures, and purchases; provide information regarding the financial condition and needs to the Board of Commissioners.

Advises the Board of Commissioners on issues, projects and financial impacts; prepare and recommend long-and short-term plans for LAFCO service provision and direct the development of specific proposals for action regarding current and future LAFCO needs.

Represent LAFCO and the Board of Commissioners in meetings with governmental agencies, community groups, and various business, regulatory and legislative organizations; establish and cultivate relationships with LAFCO stakeholders; act as the LAFCO liaison with the media.

Support legislation that enhances LAFCO authority and powers to perform the duties mandated by the California legislature and that recognizes the Commission's authority to establish policies based on local needs and conditions relative to [Orange El Dorado](#) County.

Ensure that the Board of Commissioners is kept informed of LAFCO functions, activities, and financial status, and of legal, social and economic issues affecting LAFCO activities.

Monitor changes in laws, regulations, and technology that may affect LAFCO operations; implements policy and procedural changes as required.

Oversee the selection, training, professional development, and performance evaluation of LAFCO staff; provides policy guidance and interpretation to staff.

Direct the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of education, training and experience that would provide the required knowledge, skills, and abilities in qualifying. A typical combination includes:

Education and Experience:

Bachelor's Degree from an accredited college or university with major coursework in public administration, political science, business administration, or a related field. ~~Master's Degree in the above fields is also required.~~ Minimum of seven five years of professional or managerial experience, at least fourthree of which include LAFCO, or City, County, or other public agency experience. Previous LAFCO experience desirable.

Knowledge of:

Theories, principles, and practices of public administration, management, and finance.

Urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.

The Cortese-Knox Local Government Reorganization Act of 2000, California Environmental Quality Act (CEQA), an understanding of tax laws, budget preparation techniques for local government agencies, public and private infrastructure systems, and financing techniques.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operations.

Functions, authority, and responsibilities of an elected Board of Commissioners.

Functions, services, and funding sources of public agency government.

Applicable Federal and State laws, codes, ordinances, and regulations.

Current social, political, and economic trends affecting LAFCO and its service provision.

Modern office practices, methods, and computer equipment and applications related to the work

Skills and ability to:

Strong analytical thinking and capability to solve complex, multi-layered issues.

Effectively represent LAFCO in contacts with governmental agencies, community groups, and various business, regulatory, and legislative organizations.

Provide excellent project management, conflict resolution and mediation.

Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures and other written materials.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Organize own work, coordinate projects, set priorities, and meet critical timelines.

Utilize computer and work with spreadsheets, word processing, database, and project management software.

Use English effectively to communicate in person, over the telephone, and in writing.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Mentor and evaluate subordinate staff.

Licenses and Certifications:

Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various LAFCO meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is a primarily sedentary office position. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

Employee works in an office environment with moderate noise levels and controlled temperature conditions.