



Photo: El Dorado County Visitors Authority

Executive Officer

Salary Range: \$130,000 - \$160,000



El Dorado Local Agency Formation Commission (LAFCO)

Mission

The El Dorado LAFCO is a state mandated local agency whose jurisdiction is all of El Dorado County. The California State Legislature directs El Dorado LAFCO to:

- Promote orderly growth and development.
- Discourage urban sprawl while preserving open space and agricultural lands.
- Encourage efficient service areas for local governments.

LAFCO is an acronym for Local Area Formation Commission. It is a regulatory agency with countywide jurisdiction, established by state law to discourage urban sprawl and to encourage orderly and efficient provision of services, such as water, sewer, fire protection, etc. LAFCO is responsible for reviewing and approving proposed jurisdictional boundary changes and contractual service agreements.

El Dorado LAFCO is located in Placerville and is composed of seven regular Commissioners: two members from the Board of Supervisors; two members who represent cities; two members who represent special districts; and one public member who represents the public as a whole. There are four alternate Commissioners, one from each of the above membership categories. LAFCO employs an independent staff headed by an Executive Officer.

El Dorado County

El Dorado, Spanish for "Golden One," was one of the original 27 counties in the state of California. Shaped by the discovery of gold in Coloma in 1849, it is one of the most diverse, beautiful places one can visit. The county is spread across 1800 square miles, has elevations reaching more than 10,000 feet above sea level, and boasts amazing Sierra vistas.

The western boundary includes Folsom Lake, and the eastern boundary reaches the California-Nevada state line. There are two cities within the county: South Lake Tahoe and Placerville. South Lake Tahoe is the larger city, while Placerville is the County seat. Nearly three-fourths of the county's residents live outside of these two cities. Many enjoy the lifestyle gained by living at the western boundary, which provides city and rural amenities.



Photo: El Dorado County Visitors Authority

El Dorado County offers year-round outdoor recreation experience from the Lake Tahoe basin to the western slope foothills. Residents and visitors alike enjoy a friendly agriculture community and a rich history that appeals to families.

The Position

The Executive Officer, under broad policy guidance and direction of the County Commission, executes the policies and directives of the LAFCO in conformance with State law and provides professional and non-partisan administration of the day-to-day activities, duties, and responsibilities of the Commission.

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 \$550,000.
- Works directly with the Commission 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 El Dorado County on local and regional issues.
- Is accountable to the Commission and responsible for enforcement of LAFCO ordinances, policies, and procedures, as well as 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 to establish and maintain effective management of the administrative affairs of LAFCO.
- Works with Agency staff to proactively plan for multi-year projects, prioritize staff's efforts, and ensure the most efficient allocation of Agency resources.



Photo: Placerville, El Dorado County

Key duties and responsibilities include, but are not limited to:

- Plan, organize, and administer, either directly or through subordinate management staff; coordinate and evaluate the work plan of LAFCO in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Commission. 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 Commission 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.
- Oversee the preparation of the annual budget for LAFCO; authorize directly or through staff, budget transfers, expenditures, and purchases; provide information regarding the financial condition and needs to the Commission.
- Advise the Commission on issues, projects and financial impacts; prepare and recommend long-term 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 Commission 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 El Dorado County.
- Ensure that the Commission is kept informed of LAFCO functions, activities, and financial status, and of legal, social, and economic issues affecting LAFCO activities.

(Continued on next page)

The Position (continued)

Key duties and responsibilities (*continued*):

- 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.

The Ideal Candidate

The ideal Executive Officer will be an engaged, involved, and strategic leader who will strive to continuously improve El Dorado LAFCO, the relationship with the Commission and stakeholders, and internal processes for the organization and its employees.

Knowledge, Skills, and Abilities

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 Commission; 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 Abilities:

- 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.

Education and Experience

Qualified candidates will have any combination of education, training, and experience that would provide the knowledge, skills, and abilities required for success.

A typical combination includes:

- A bachelor's degree from an accredited college or university with major coursework in public administration, political science, business administration, or a related field.
- Five years of professional or managerial experience, at least three of which include LAFCO, city, county, or other public agency experience.
- Previous LAFCO experience is desirable.

Visit El Dorado LAFCO at www.edlafco.us
Visit El Dorado County at www.edcgov.us



Photo: El Dorado County Visitors Authority



Photo: El Dorado County Visitors Authority

Compensation and Benefits

The annual salary range for the Executive Officer is between \$130,000 and \$160,000, commensurate with education and experience. LAFCO offers a competitive benefit package:

- **CalPERS Retirement Plan:** 2% at 55 for classic members; 2% at 62 for PEPPRA members (LAFCO does not pay the employee's portion).
- **Health, Dental, Vision, and Life Insurance:** Blue Shield PPO and Kaiser HMO plans (80% paid by LAFCO); Delta Dental and VSP plans; may receive \$4,500 per year stipend in-lieu of health and dental insurance; \$40,000 life insurance coverage.
- **Vacation, Holiday, and Management Leave:** 10 paid vacation days per year to start (15 days after 4 years; 20 days after 11 years with LAFCO); 11 paid holidays plus 2 floating holidays; management leave is negotiated.
- **Deferred Compensation Plan:** Employees may participate in the CalPERS 457 deferred compensation plan; LAFCO does not participate in a match.
- **Other Benefits:** Hybrid work schedule may be negotiated; paid time for conferences.

Application and Selection Process

If you are interested in this exciting opportunity, please submit the following to apply@solutions-mrg.com:

- A cover letter
- A comprehensive resume
- Five work-related references

Please type "El Dorado LAFCO Executive Officer" in the subject line of your email.

This is a continuous recruitment. The first resume review date will be on **April 22, 2022**. The most qualified applicants will be invited to participate in the interview and selection activities.

For more information, please contact:

- Nancy Kaiser at nkaiser@solutions-mrg.com
- Patty Francisco at pfrancisco@solutions-mrg.com

