

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### COMMISSION CLERK

#### DEFINITION

Under the supervision of the LAFCO Executive Officer, performs responsible administrative support; ***analytical work; organizational, systems, budgetary, statistical and community liaison work***; and staff support functions and activities. ***The incumbent also*** provides direct assistance to the Executive Officer and to the Commission. The ***LAFCO*** Clerk to LAFCO is responsible for the performance of all duties and obligations assigned to the position by LAFCO policy and state law and to perform other related duties as assigned.

~~This position is linked to the El Dorado County classification of Administrative Technician.~~

#### DISTINGUISHING CHARACTERISTICS

***This position is responsible for providing support to management and/or professional staff, which may include basic accounting and budgeting support; research analysis; and providing recommendations on technical, statistical and/or policy issues. The incumbent uses analytical techniques and information gathering processes to obtain the required data for project analysis and drafts the necessary summary reports. The incumbent is expected to perform complex and technical duties requiring the use of independent judgment and the ability to work productively and professionally even in the absence of supervision.***

#### EXAMPLES OF DUTIES

##### MEETINGS AND PROCEEDINGS

- Support for all Commission meetings including ***the postings of*** legal notices, agendas, meeting materials; staff support to **Commission** ~~commission~~ meetings; preparing minutes and final meeting records; tracking and maintaining legal or policy deadlines
- Support for Commission actions including review of resolutions and related documents for correctness; distribution, recording and filing records of Commission actions
- Support for proposals including project initiation and completion, tracking and maintaining legal and policy deadlines, etc.
- ~~Administration of FPPC regulations and disclosure/disqualification documents, including serving as agency filing officer and filing official~~

- ***Organizes and distributes meeting packet to Commissioners/Alternates and staff on an as-needed basis***
- Coordination of LAFCO Special District elections including preparation and distribution of ballots, tallying results for certification by Executive Officer, etc. ***on an as-needed basis***

#### **BUDGET AND FISCAL SUPPORT**

- Assists Executive Officer with cost calculations and budget projections, compile and present mid year and quarterly budget reports ~~with assistance~~
- Assists with annual audit including ***the compilation of*** ~~compile~~ documents, maintaining ~~ing~~ and update ***updating*** asset listing and policies, retaining ~~ing~~ and organize ***organizing*** records
- ***Bookkeeping, including: Managing accounts receivable and accounts payable, tracking expenditures, preparing and presenting reports, etc., according to written policies and procedures***
- ***Financial and bank accounts including: deposits, withdrawals, maintaining and reconciling accounts***

#### **ANALYTICAL AND SPECIAL PROJECTS**

- ***Analyzes administrative, operational and organization problems, evaluating alternatives, and reaching sound conclusions***
- ***Uses analytical techniques and information gathering processes to obtain required information and data for analysis and reporting on assigned projects***
- ***Prepares long- and short-term administrative reports, which require statistical research, basic accounting, budget, organizational, and legislative analysis***
- ***Responsible for tracking all LAFCO petitions and ensuring that all milestones are met in a timely manner***
- ***Project manage small LAFCO petitions***
- ***Provide coverage for Policy Analyst on an as-needed basis, including Technical Advisory Committee comments, preparation of public notices and presentation materials and other related analytical work***
- ***Confers with representatives of other agencies as well as business representatives from private industry on an as-needed basis***

### **RECORDS MANAGEMENT**

- Records and data file management including: administrative and project records, tracking reports, project status report, subject and archive files, inventory of local agencies, etc.

### **OFFICE OPERATIONS**

- ~~Coordinate personnel administration including records, recruitments, new hire set up; processing performance evaluations, reclassifications, separations, etc.~~
- ~~Coordinate and serve as liaison for communications including notice, contact and distribution lists, web site coordination, media and notice~~ ***Coordinates and serves as liaison for communications, including public noticing, contact with the public, other interested parties and media, maintenance of distribution lists and web site***
- Tracks and assists with consultant contracts, insurance certificates and expenditures, renewals, etc.
- ~~Coordinates office hours including staffing, closures and office coverage~~
- Maintain adequate office supplies inventory, order, track usage
- Provide purchasing support, price comparison, product research and recommendations
- ~~Coordinate office services including equipment, computer, phone, janitorial services and repairs, etc.~~
- Train other staff, as needed

### **SECRETARIAL DUTIES**

***Not to be performed on a regular basis, but may be called upon to provide coverage for Administrative Assistant on an as-needed basis, including:***

- Creates and format documents, forms, mail merge, etc.
- Coordinates document production including: Inventory of Local Agencies, various studies and reports, meeting packet, other mailings
- Coordinates communications, internal and external, including USPS and electronic mail, phones, messages, etc.
- Responds to public information requests
- Coordinates travel and meeting logistics including travel requests, reimbursement, reservations
- Maintains adequate office supplies inventory, including ordering and, tracking usage on an as-needed basis

- Provides purchasing support, price comparison, product research and recommendations on an as-needed basis
- ***Maintains and updates content on LAFCO website***
- Coordinates office services including equipment, computer, phone, janitorial services and repairs, etc. on an as-needed basis

## 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. The ideal candidate is one who wishes to transition from a technician-level position to an analytical one. A desirable combination includes:

### **EDUCATION AND/OR EXPERIENCE**

The incumbent must possess either combination of education and experience:

- Four or more years of professional or para-professional experience in a responsible administrative or operational support position; and
- Associate's Degree from an accredited college or university with major course work in business, public administration, or a related field is highly desirable

Or

- Equivalent to graduation with a Bachelor's Degree from an accredited college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science or a closely related field
- In either case, experience in a public agency is desirable

### **KNOWLEDGE OF:**

- Principles, practices and methods of administrative and organizational systems
- Basic budgetary principles and practices
- Business computer applications, particularly as related to word processing spreadsheets, presentations, etc.

### **SKILL IN:**

- Communicating ***clearly*** with officials, members of the public, co-workers, and others
- Understanding, interpreting and following regulations, policies and procedures
- Collecting, compiling and organizing varied information and data

- Coordinating multiple concurrent projects and meeting critical deadlines
- Exercising sound independent judgment within established guidelines
- ~~Preparing routine memos, letters, reports and other written materials~~
- ***Preparing clear, concise and effective reports and correspondence with recommendations***
- Preparing legally correct and accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- ***Independently organizing work, setting priorities, coordinating multiple concurrent assignments, following up on assignments and meeting critical deadlines***
- Using standard office equipment including computer programs such as Word, Wordperfect, Powerpoint, Excel, etc.
- ***Exercising judgment and discretion with confidential and sensitive matters***

Approved: October 26, 2005

Amended: XXXXX, 2008