

# San Luis Obispo



## Local Agency Formation Commission



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# SAN LUIS OBISPO COUNTY

## LOCAL AGENCY FORMATION COMMISSION

### JOB DESCRIPTION: LAFCO EXECUTIVE OFFICER

#### **SALARY AND BENEFITS**

Proposed Salary Range:	\$125,000 - \$175,000; commensurate with qualifications and experience
Pension:	San Luis Obispo Pension Trust (Tier 1 if a member of SLO Pension Trust; Tier 2 if from outside SLO Pension Trust; Tier 3 if a new employee)
Car Allowance:	\$450/month
Deferred Compensation:	Up to \$10,000 per year match
Medical Insurance:	\$975 per month for single individual, \$1,025 for single+1, \$1,250 for single+2 or more; Option of Special District Risk Management Association Coverage or café cash out

#### **SUMMARY**

Under general policy direction provided by the San Luis Obispo County Local Agency Formation Commission (LAFCO), the Executive Officer plans, manages, coordinates, and evaluates the varied functions of the Commission as defined in the Cortese-Knox-Hertzberg Act. This includes formulating and implementing policies and procedures, developing operational objectives and standards, and providing advisory services to the Commission in fulfilling its regulatory and planning responsibilities.

The Executive Officer also acts as liaison between the Commission, the general public and other units of government. LAFCO is mandated 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 San Luis Obispo County. Under broad policy guidance and direction of the seven (7) member Commission, the Executive Officer executes the policies and directives of the Local Agency Formation Commission (LAFCO) in conformance with State law. Some of the actions considered by LAFCO may include annexations, Sphere of Influence determinations, formation of Districts, and the incorporation of cities.

#### **DISTINGUISHING CHARACTERISTICS**

The Executive Officer works directly with the Commission to identify challenges and opportunities facing LAFCO and to develop a broad framework and work plan to guide the Agency's decisions involving State and Commission-initiated proposals. The Executive Officer also provides leadership in San Luis Obispo County on local and regional growth, service and development issues. The Executive Officer is



accountable to the Commission 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 works with staff to proactively plan for multi-year projects, prioritize staff's efforts, and ensure the most efficient allocation of Agency resources. Based on assignment, essential job functions include, but are not limited to, the following:

- Plan, organize, and administer, either directly or with staff; coordinate and evaluate the work of LAFCO in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Commission.
- 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.
- 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 Commissioners.
- Advises the Commission on issues, projects and financial impacts; prepare and recommend long- and short-term plans for LAFCO service provision and directs 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 San Luis Obispo 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.
- 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.

## **QUALIFICATIONS**

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

Bachelor's Degree from an accredited college or university with major coursework in public administration, political science, business administration, or a related field. A Master's Degree in the above fields is also desirable. Minimum of five years of professional or managerial experience, at least four 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.

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. 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. 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.

### **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.

## **APPLICATION PROCESS**

Please submit a cover letter and resume to David Church, San Luis Obispo LAFCO, 1042 Pacific Street-Suite A, San Luis Obispo, CA 93401 or email the application to [Dchurch@slolafco.com](mailto:Dchurch@slolafco.com). Also, please submit a one page response to the question: Why am I the person to lead SLO LAFCO into the future? Applications received after the February 22, 2021 deadline will not be considered. If you submit an application, you are certifying that all the information found in it is true and accurate.