

San Luis Obispo LAFCO

Local Agency Formation Commission

Position: Commission Clerk/Administrative Asst.



Salary and Benefits	
Hourly:	\$19.23 - \$25.97
Annually:	\$40,000 - \$54,000
Weekly Hours:	32-40 Hours
Benefits:	medical, pension, vacation, sick, holidays,

Summary

The Local Agency Formation Commission (LAFCO) is a government agency that was created by the California Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies; cities and special districts. The Commission Clerk/Administrative Assistant (Clerk) to the Commission performs a wide range of administrative and legally required activities in support of LAFCO Commissioners and Staff. The Clerk performs general office operations, bookkeeping, and public information services. The position acts in official capacities as Clerk to the Commission consistent with the Cortese-Knox-Hertzberg Act and other State and local laws, and locally adopted LAFCO policies and procedures. The LAFCO website has additional information: www.slolafco.com.

Essential Job Functions

Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it provides a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks as assigned.

Duties may include but are not limited to the following:

- Prepares and distributes meeting agenda and packets for Commission, agency staff, affected agencies and project applicants; assures the accuracy and integrity of the agenda packets and agency documentation;
- Knowledge of legal noticing requirements for posting and publishing; manages the record keeping of Commission documents, including minutes, resolutions and agreements;
- Attends Commission meetings, prepares minutes for Commission approval; follows up to obtain signatures as needed on pending and completed business or resolutions;
- Attends Commission meetings and sets up meeting room (County Board of Supervisors Chambers); Works with County Granicus system to record meetings and schedule Commission meeting for the third Thursday of each month. Uploads all LAFCO agendas and items on the Granicus Website portal.
- Under general supervision of the Executive Officer, performs accounting duties to include: accounts payable and receivable, fees tracking and deposit, account management, budget monitoring and payroll.
- Interact and maintain positive working relationships with the County Auditor-Controller's Office, County Treasurer-Tax Collector, and Bank for the purpose of account management.
- Maintains email and mailing distribution lists; has knowledge of email distribution processes. Maintains and updates Commission website;

- Maintains LAFCO Procedures Manual, mailing lists and electronic distribution lists; purchases office supplies; maintains office equipment; prepares project billing and distributes mail.
- Greets office visitors and answers telephone calls and correspondence; prepares correspondence independently and from written copies, transcription or instructions;
- Coordinates LAFCO-related travel for Commissioners and LAFCO staff.
- Performs other duties, as assigned.

Required Knowledge and Skills

- Knowledge of business and personal computer hardware and software applications, including word, excel, powerpoint; Knowledge of business English usage, spelling, grammar and punctuation.
- Skill in following and effectively communicating verbal and written instructions; Skill in working independently and as a team member.
- Skill in organizing and managing multiple duties; working within time constraints; and establishing and maintaining cooperative working relationships with agency staff, member agencies, and public.
- Skill in preparing complete and accurate reports, invoices, draw warrants, and journal entries; Skill in understanding applicable statutes, rules and regulations, LAFCO operations; policies and procedures.

Minimum Requirements

Three (3) years' experience related to the essential functions, knowledge and skills in administration. A high school, or college degree with an emphasis in administration, business or other related field. A valid State of California driver's license. Up to four years of college may be substituted for three years of experience. Experience working in a local government environment, including serving a clerk to a board or commission, would be highly desirable.

Submission Information

Interested applicants should submit a resume and cover letter along with references. The resume/cover letters will be screened to identify qualified candidates to be interviewed. It is important that candidates' resume/cover letter clearly and specifically details the experience, education, training and other skills which meet the requirements of the Clerk/Administrative Assistant position. Resumes and cover letters must be submitted by email at Dchurch@slolafco.com no later than 5:00 pm on July 26, 2019. (Deadline may be extended)

Also, please briefly answer the following questions in your cover letter:

- 1) Why does working for LAFCO interest you?
- 2) What makes you the best candidate for the position?
- 3) Please describe the keys to working in a small office environment.