



San Luis Obispo Local Agency Formation Commission

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Tel: (805) 781-5795 | Fax: (805) 788-2072 | slolafco.com

Are you interested in a career path in local government?

Are you enthusiastic about public service?

San Luis Obispo LAFCO invites you to apply for the position of:

Commission Clerk

San Luis Obispo LAFCO is a local agency that helps local governments grow while balancing the preservation of agriculture and open space with the need to provide services. SLOLAFCO's job is to ensure the orderly and logical growth of local agencies including cities, special districts, and county service areas while discouraging urban sprawl. Please go to our website to learn more; www.slolafco.com

*Apply Today by sending your Cover Letter and Resume to
Dchurch@slolafco.com and Imarquez@slolafco.com*

Application Deadline: Until Filled

***Contact: David Church, Interim LAFCO Executive Officer
805.781.5795***

WHAT IS LAFCO?

The Local Agency Formation Commission, better known as LAFCO, was established in each county by State law in 1963. San Luis Obispo LAFCO operates independently from the Cities, the County, and the State government to regulate the boundaries and service areas of the 7 cities, 35 independent special districts, and 11 dependent districts (County Service Areas) in the County. The Commission, an 11-member board representing local agencies (Cities, County, and special districts) throughout the county, provides direction to LAFCO staff in conducting service reviews, spheres of influence updates, and other studies to analyze options for improving the delivery of municipal services, such as water, sewer, and fire protection. The Commission functions under the Cortese-Knox-Hertzberg Act and other state laws like the Brown Act and CEQA.

THE POSITION

Under general direction, Commission Clerk provides a full range of administrative and secretarial services to SLO LAFCO involving a variety of matters that are complex and technical. Other roles include planning, organizing and managing office activities, and performing other related duties as required. This “at will” position is appointed by and serves at the preference of the LAFCO Executive Officer.

Typical Tasks include:

- Work with the Executive Officer and LAFCO Analyst to assemble LAFCO meeting agenda packets and notices of meetings; record LAFCO meetings and prepare resulting documents including minutes, agreements, and resolutions;
- Develop, maintain and update LAFCO files and records systems for tracking applications, project activities, contracts, website, and other records;
- Requisition supplies and services and maintain records of expenditures using the County financial tracking system;
- Prepare and proof correspondence, memoranda and other written materials;
- Track correspondence, LAFCO filings, and materials with deadlines and expiration dates;
- Handle a wide variety of correspondence which requires knowledge of policies and procedures and research skills;
- Answer and screen telephone calls and visitors, Maintain email lists; and
- Serve as liaison between the Executive Officer and LAFCO Analyst, officials and staff, and the public and interact with Commissioners.

THE QUALIFICATIONS

The Commission Clerk performs a wide variety of administrative and secretarial duties for San Luis Obispo LAFCO, and reports to the LAFCO Executive Officer and LAFCO Analyst. The position requires a high degree of judgment, tact and discretion. This position is distinguished by the level of independence exercised by the Commission Clerk in accomplishing LAFCO's mission.

The ideal candidate will:

- Possess strong interpersonal and public relations skills;
- Exercise discretion, good judgement and integrity in representing LAFCO;
- Demonstrate excellent written and verbal communication skills;
- Possess excellent follow-through and time management skills;
- Possess relevant office/computer skills to use a variety of equipment such as computers, copy machines and software programs (i.e. Microsoft Office); and
- Possess experience or understanding of local government, including LAFCO's role and responsibilities.

Minimum Qualifications include:

- A degree from a four-year college with an emphasis in public administration, planning, business or other related fields is preferred, but not required. Years of relevant experience may be substituted for college years;
- Possession of a valid California Driver's License; and
- Up to one year experience related to the essential functions, knowledge and skills in administration. Experience in working in a local government environment, including serving a clerk to a board or commission, would be highly desirable.

SALARY & BENEFITS

The salary range is \$45,000 to \$60,000+. The starting salary will be up to \$50,000 as allocated in next year's budget with the opportunity for cost of living and merit increase each year. LAFCO provides a benefit package that includes:

- San Luis Obispo Pension Trust: (Tier 1 if a member of SLO Pension Trust; Tier 2 if from outside SLO Pension Trust but part of another pension plan; Tier 3 if a new employee.
- SLO LAFCO pay into Social Security plan

- Medical insurance monthly stipend: \$975 per month for single individual, \$1,025 for single +1 dependent, \$1,250 for single +2 dependents or more; Option of Special District Risk Management Association Plan, Private Coverage or café cash out.
- Dental and vision insurance through SDRMA;
- Paid Vacation, Sick Time Leave, and Holidays

TO APPLY

Interested applicants should email a cover letter and a resume to David Church Dchurch@slolafco.com and Imelda Marquez imarquez@slolafco.com. The job opening begins May 4, 2021, and will remain open until filled. To inquire about the job, please contact Mr. Church via email or phone (805) 781-5795.

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 position.

Also, please briefly answer the following questions in your one page 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.