



## **LAFCO CLERK /ADMINISTRATOR POSITION**

The Shasta Local Agency Formation Commission (LAFCo) is hiring a part-time Clerk/Administrator, starting by July 1 2023. Shasta LAFCo is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCo's mission is to facilitate changes in local governmental structure and boundaries that foster orderly growth and development, promote efficient services delivery and encourage preservation of open space and agricultural lands. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions. For Shasta LAFCo information visit our website: [www.shastalafco.org](http://www.shastalafco.org) for general LAFCo information, visit the CALAFCO website: [www.calafco.org](http://www.calafco.org).

The Clerk /Administrator is a Commission employee that will staff the LAFCO office at 999 Mission Del Oro Drive, Suite 106, Redding CA 96003.

### **Duties and Responsibilities**

- Organize, schedule, prepare notices, materials and agenda items for LAFCO meetings, related meetings and hearings; attend meetings and hearings; prepare minutes, records and application materials: post meeting actions to website.
- Assist LAFCO Executive Officer and General Counsel in administrative functions; prepare, distribute, post and publish printed and electronic mail, correspondence, and communications.
- Maintain and update LAFCO office files and records; maintain the LAFCO website, schedule appointments and attend meetings with applicants and public.
- Receive phone calls and emails, provide information, in coordination with the LAFCO Executive Officer, to the public as requested.
- Draft and finalize LAFCO documents, contracts, correspondence, policies, procedures, informational material, press releases, for Executive Officer review.
- Complete and process technical documents related to LAFCO; review materials/media for completeness, accuracy, formatting and grammar.
- Perform initial intake of applications submitted to Shasta LAFCO. Advise applicants of deposits, from fee schedule.
- Perform financial duties, including preparing and notifying member organizations of proposed and final budgets, noticing budget hearings, sending out apportionments notices for payment, collecting annual revenues.
- Maintain Shasta LAFCO financial bank accounts, make deposits, prepare and distribute payment for expenses, provide financial reports for each Commission meeting and quarterly reports. Provide financial reports for periodic audits.
- Communicate and consult with staff and representatives of other governmental agencies on programs, projects, or other specialized activities.

## **Understanding of LAFCO Authority, Structure and Administrative Processes**

The successful candidate will be one that demonstrates understanding of:

- LAFCO organization, structure, role and functions, including familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), including but not limited to basic understanding of Municipal Services Reviews (MSR) and Sphere of Influence (SOI) Updates and a basic understanding of statutory procedures and requirements associated with processing applicant and member organization proposals.
- Local governmental agency organization, structure, services and functions, including understanding of how the full range of municipal services including water, wastewater, fire protection and other services are financed and delivered.
- administration principles and practices which are typically applied to Local Agency Formation Commissions and other local governmental agencies.
- Research methodologies, group and organization dynamics, and communication skills and techniques necessary for gathering, evaluating, presenting and disseminating information to the Commission, other agencies, community organizations, and the general public.

## **Skills and Abilities**

The successful candidate will be one that demonstrates skills and abilities to:

- Schedule, notice and effectively staff public meetings.
- Prepare clear and concise administrative and financial reports; communicate clearly and concisely, both orally and in writing.
- Collect, interpret, and evaluate data; gather, organize, and present information.
- Research and apply federal, state, and local policies, laws, and regulations.
- Operate a variety of office equipment including personal computers, related peripheral equipment, and software applications.
- Prepare and maintain files for government records retention requirements.
- Establish and maintain effective working relationships with those contacted.
- Use various analytical techniques to resolve basic issues.
- Make clear and accurate presentations to a variety of audiences.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Work primarily in a standard office setting with some travel.
- Use repetitive hand movement and coordination including a computer keyboard.

## **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Three (3) years of work experience involving administrative, budgetary, or organizational analysis, including the provision of administrative staff support in budgeting, report preparation, and technical analysis, OR
- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, urban and/or regional planning, political science, or a related field.

## **License or Certificate**

Possession of a valid California driver's license.

## **Position and Compensation**

This is a part-time (up to 28 hours per week) position, with compensation dependent on qualifications.

## **Submittal Requirements**

The following minimum information must be provided:

- A signed cover letter with address, telephone, and e-mail.
- Resume with experience in providing services to other municipal agencies, including LAFCOs education background and related information.
- Contact information for three professional references.

Submit materials to: Shasta LAFCO

By mail: 999 Mission Del Oro Drive Suite 106 Redding CA 96003

By email: George Williamson [eo@shastalafco.org](mailto:eo@shastalafco.org)

Attn: Shasta LAFCO Selection Committee

## **Selection Process**

The selection process will include review of applications by a Selection Committee appointed by the Commission. The Selection Committee will consider overall experience and qualifications in making a hiring recommendation to the Commission.

For questions contact LAFCO Executive Officer George Williamson, by phone: 707-496-0861 or by email: [eo@shastalafco.org](mailto:eo@shastalafco.org)

Applications due: May 26, 2023;

Proposal Screening, Selection Committee Interviews early to mid June, 2023;

Commission hiring of selected candidate: by July 1, 2023;