

# Imperial Local Agency Formation Commission

## Is recruiting for: LAFCO Executive Officer

Annual Salary Range DOQ:  
**\$144,000-\$243,006**



### Position Overview

- Works under the direction of the Commission.
- Full-time employment with benefits including: Medical, voluntary Deferred Compensation, and Life Insurance.
- LAFCO employees participate in the Imperial County Retirement System (ICERS).
- May require attendance at a variety of events or meetings outside of normal business hours.

### About the Agency

The Imperial Local Agency Formation Commission (LAFCO) is an independent government agency created by state law that operates under Government Code 56000 et. Seq., also known as the Cortese-Knox-Hertzberg Reorganization Act of 2000. Each county in the State of California has one LAFCO. The principle functions of LAFCOs are to preserve agriculture and open space to minimize urban sprawl. The LAFCO is responsible for annexations, detachments, incorporation of cities, creation of or the dissolution of special districts, municipal service reviews, the extension of government services, etc.

### About the Commission

LAFCO operates with a five (5) member Commission. The Commission is comprised of two (2) County Supervisors, two (2) City Council members, and one (1) public member. Each category also has one alternate member to serve if a permanent member cannot attend the meeting.

### Learn More

Prospective applicants are encouraged to visit [www.iclafco.com](http://www.iclafco.com) and [www.calafco.org](http://www.calafco.org) for information about the history, objectives, composition, responsibilities, authority, and public involvement of California's LAFCOs.

A full description of the position and application process are available on our website. Should you have any questions or require assistance, please call us at 760-353-4115, or e-mail at [pg@iclafco.com](mailto:pg@iclafco.com).

### Job Description: LAFCO Executive Officer

Is responsible for and administers all facets of the agency including but not limited to the day-to-day operations, supervision of staff, preparation of reports, the budget, and meeting with applicants and other agencies.

### Minimum Qualifications

#### Education:

- High School Diploma
- College degree (AS or BS) in Public Administration or Planning. Instead of a college degree, 5 years of LAFCO-related experience may be considered.

#### Experience:

- A minimum of 4 years of increasingly responsible experience in Public Administration or Planning with a preference in LAFCO-related regulations.

#### Knowledge of:

- The California Environmental Quality Act (CEQA)
- The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
- Local Government, specific to Cities and Special Districts
- Federal, State, and Local Government Structure and Law
- Budgeting and Accounting Practices
- Community Infrastructure Systems and Planning
- General Land Use Planning Concepts
- Public Finance, Public Infrastructure, and Interagency Relationships
- Geographic Information Systems
- Research and Analytical Methods

### Application Deadline

Please submit a letter of interest with a resume by e-mail to the Executive Officer Paula Graf at [pg@iclafco.com](mailto:pg@iclafco.com), or in person/by mail at:

1122 W. State Street, Suite D, El Centro, CA 92243

Submittals after the deadline will not be accepted. Submittals by the deadline will be screened to identify qualified candidates. This position is open until filled. Offer of employment may be subject to the completion of a background check. **Submittals must be received no later than 4:30 PM on Monday, July 1, 2024.**