

**IMPERIAL COUNTY LOCAL AGENCY FORMATION COMMISSION  
JOB DESCRIPTION**

**EXECUTIVE OFFICER**

**DEFINITION**

LAFCO is a state-mandated agency that is tasked to encourage orderly growth and development and the logical formation and reorganization of local agency boundaries and service areas with appropriate consideration of preserving agricultural and open space lands within Imperial County.

Under broad policy guidance and direction of the Board of Commissioners, execute the policies and directives of the Local Agency Formation Commission (LAFCO) in conformance with state law. Provide professional and non-partisan administration of the day-to-day activities, duties, and responsibilities of the Commission.

**DISTINGUISHING CHARACTERISTICS**

The Executive Officer must be able to communicate effectively with the Board of Commissioners, seven cities, twenty dependent and independent special districts, and various other interested parties. Further, the position is responsible for the preparation, recommendation, adoption, implementation, and monitoring of LAFCO's annual budget.

The Executive Officer works directly with the Board of Commissioners to identify challenges and opportunities facing LAFCO to develop a broad framework to guide the agency's decisions involving state and Commission-initiated mandates and to provide leadership in Imperial County on local and regional issues.

The Executive Officer is accountable to the Board of Commissioners 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 a wide latitude of action in planning and directing functions to establish and maintain effective management of the administrative affairs of LAFCO.

The Executive Officer works with agency staff to proactively plan for multi-year projects, prioritize the staff's efforts, and ensure the most efficient allocation of agency resources.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Based on assignment, essential job functions include, but are not limited to, the following: *(Management reserves the right to add, modify, change, or rescind work assignments as needed)*

- Plan, organize, and administer, either directly or through subordinate management staff; coordinate and evaluate the work of LAFCO in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Commissioners. This includes the ability to perform or

manage periodic Municipal Service Reviews (MSRs) consistent with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Knowledge and administration/change management of Spheres of Influence(SOIs) for the multitude of agencies involved is also essential.

- Direct and coordinate the development and implementation of short and long-term goals, strategic and work plans, objectives, and programs for the Board of Commissioners 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; provides information regarding the financial condition and needs to the Board of Commissioners.
- Advises the Board of Commissioners on issues, projects, and financial impacts; prepares and recommends 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 Board of Commissioners 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 Imperial County.
- Ensure that the Board of Commissioners is kept informed of LAFCO functions, activities, financial status, and of legal, social, and economic issues affecting LAFCO activities.
- Monitor changes in laws, regulations, and technology that may affect LAFCO operations; implement policy and procedural changes as required.
- Oversee the selection, training, professional development, and performance evaluation of LAFCO staff; provide policy guidance and interpretation to staff.
- Direct the preparation of and prepare a variety of correspondence, reports, policies, procedures, and other written materials.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

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

**Education and Experience:**

- High School diploma
- College degree (AS or BS) in Public Administration or Planning desired. In lieu of a college degree, 5 years of LAFCO-related experience may be considered.
- A minimum of 4 years of increasingly responsible experience in Public Administration or Planning with a preference in LAFCO-related regulations.

**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.
- 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.
- 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.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operations.
- Functions, authority, and responsibilities of an elected Board of Commissioners.
- Functions, services, and funding sources of public agency government.
- Applicable federal and state laws, codes, ordinances, and regulations.
- Current social, political, and economic trends affecting LAFCO and its service provision.
- Modern office practices, methods, and computer equipment and applications related to work.

**Skills and ability to:**

- Strong analytical thinking and capability to solve complex, multi-layered issues.
- Effectively represent LAFCO in contact 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.
- Organize your own work, coordinate projects, set priorities, and meet critical timelines.
- Utilize computers and work with spreadsheets, word processing, databases, and project management software.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Mentor and evaluate subordinate staff.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various LAFCO meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is a primarily sedentary office position. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**WORK ENVIRONMENT**

Employee works in an office environment with moderate noise levels and controlled temperature conditions.

**SALARY AND BENEFITS**

The Executive Officer's salary is negotiable depending on the experience and qualifications of the selected candidate. The current annual range is \$144,000 to \$243,006. In addition, the Commission offers a comprehensive benefits package including, but not limited to, vacation, sick and administrative leave; paid holidays, medical, dental, and vision insurance; life and disability insurance, tuition reimbursement, and voluntary participation in 457(b) and 401(a) plans. LAFCO employees participate in the Imperial County Retirement System (ICERS). A detailed list of employee benefits is available upon request.