

The Stanislaus Local Agency
Formation Commission (LAFCO)

Is seeking applications for

LAFCO Executive Officer

Apply By: March 27, 2015



The Position

The Stanislaus Local Agency Formation Commission (LAFCO) is seeking a highly motivated individual to serve as Executive Officer. The Executive Officer is an “at-will” appointment, reporting directly to the Commission. The Executive Officer performs all duties necessary for the proper and efficient management of the LAFCO, as determined by the Commission and State law. The Executive Officer also supervises and directs the LAFCO Staff.

The Executive Officer provides leadership, fiscal and policy guidance, strategic direction, and performs the day-to-day management of LAFCO; as well as fosters cooperative working relationships with the Commission, the County of Stanislaus, the cities and special districts within the County, the public and other agencies.

Ideal Candidate

The ideal candidate will have worked for a California LAFCO; or as a city, county, or regional planner and have extensive knowledge of statutory purposes of LAFCO, State and local laws as applicable to cities and special districts, and the California Environmental Quality Act and its application to LAFCO actions.

The candidate must have an understanding of the Cortese-Knox-Hertzberg Reorganization Act, community and infrastructure planning, environmental laws, local government structure, public finance and budget preparation.

The candidate shall possess excellent oral and written skills, ability to facilitate consensus building and decision-making, strong management attributes, along with strong financial and interpersonal skills.

The candidate must be able to work effectively with varied communities of interest including property owners, project developers, local boards and commissions, elected and/or appointed officials and community groups.

Examples of Duties

The following is used as a brief listing of LAFCO Executive Officer duties and is not restrictive to duties required:

- ◆ Receives and analyzes applications and petitions for LAFCO action; determines legal acceptability for filings; conducts complex analysis and prepares written reports and recommendations to the Commission.
- ◆ Prepares and administers LAFCO’s annual budget as adopted by the Commission; serves as the LAFCO fiscal officer, exercises continuous budgetary controls to insure proper expenditures of authorized funds.
- ◆ Represents the Stanislaus LAFCO before the media, other agencies and the public.
- ◆ Actively participates in LAFCO related organizations (CALAFCO) and professional associations.

Qualification Guidelines

Comprehensive knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; practices and procedures; principles, practices and techniques of urban and regional planning functions; Federal, State and local laws and regulations relating to the organization, financing and functions of counties, cities and special districts; and guidelines relating to environmental protection (CEQA).

Stanislaus LAFCO

Stanislaus LAFCO is an independent agency mandated by State law to encourage orderly growth and development, ensure the logical and orderly formation of local agencies' boundaries and service areas, with appropriate consideration of preserving agricultural and open space lands within Stanislaus County.

Qualifications (Cont.) - Working knowledge of: Research and statistical methods; public finance; public infrastructure; interagency relationships; map reading and/or preparation; Microsoft Office and Geographic Information System (GIS) software.

Ability to: Supervise, direct, coordinate and implement large and/or controversial projects; communicate effectively orally and in writing; collect, analyze and interpret data; formulate recommendations; solve complex problems; establish and maintain effective working relationships with elected and appointed officials, the public and staff of other agencies; meet deadlines; and, work independently and as a team member.

Education and Experience

Graduation from an accredited college with a bachelor's degree in public administration, urban/regional planning or a closely related field and five years increasingly responsible experience in a professional capacity developing and/or managing a public program involving multiple constituencies is required. This experience should include the supervision of administrative and/or technical staff. A Master's Degree in one of the above listed fields of experience is also encouraged.

In addition to the above, application screening shall include the review of traits listed in the Ideal Candidate category.

Supplemental Information

Works primarily in an office environment but regular travel is required throughout Stanislaus County. Unless otherwise provided, this position is designated as Management for labor relations purposes. Incumbents are also subject to overtime, standby, call-back, weekend, holiday, and shift assignments. The individual selected will participate in the LAFCO / Stanislaus County Pay-for-Performance program. Incumbents of Management positions are appointed "at will."

Special Requirements

Possession of or the ability to obtain a valid unrestricted California driver license.

Stanislaus County/LAFCO is an Equal Opportunity /ADA
Employer

1010 Tenth Street, Suite 3600, Modesto, CA, 95354

How to Apply/Selection Process

To begin the application process, go to www.stanjobs.org. Applications must be submitted no later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes will not be accepted in lieu of a completed application form.

Final Filing Date: March 27, 2015 @ 5:00 PM

Oral Exam Date: April 20, 2015

Commission Interview: TBD

Compensation

\$72,966.40 - \$109,449.60 – Annually

Benefits

Stanislaus LAFCO also offers management benefits including: Health Plan coverage for employee and dependents (medical, dental, vision); Paid Deferred Compensation at 1.5% of base salary; Annual vacation accrual (starting w/ 2 weeks for 1st two years); 32 additional vacation hours annually; 40 hours management leave per year (does not carry over); 96 hours of sick leave annually; Term life insurance; and Automobile allowance (up to \$2,400 annually).

Stanislaus County

Stanislaus County is located in the heart of California's fertile Central Valley and is blessed with mild year round weather and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities and multi-cultural lifestyles. The area offers a mixture of urban, suburban and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail services. California State University Stanislaus and Modesto Junior College are located in the County. The San Francisco Bay Area, the Silicon Valley, Sacramento and California's Central Coast are only a 90 minute drive from Modesto. To the east are the Mother Lode gold country foothills which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.