



## ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION

INVITES APPLICATIONS FOR THE POSITION OF

### **ASSISTANT EXECUTIVE OFFICER**

Salary: \$95,000 - \$135,000 (plus generous benefits package)

#### **BACKGROUND**

The Orange County Local Agency Formation Commission (LAFCO) is currently recruiting for its Assistant Executive Officer. This position offers a competitive salary and generous benefits package. This is a full-time, At-Will position that serves under the direction of the Orange County LAFCO Executive Officer. The Assistant Executive Officer position offers a unique opportunity to be a key player in LAFCO's role of providing regional leadership among Orange County's cities and special districts, actively participate in creative problem solving, and develop big picture solutions to challenging municipal service delivery issues.

LAFCO is a State-mandated local agency that encourages orderly growth and development and the logical formation and reorganization of local agencies' boundaries and service areas with appropriate consideration for preserving agricultural and open space lands within Orange County.

The individual selected for this position reports directly to the Orange LAFCO Executive Officer and provides overall project planning, analysis, proposal recommendations and management on routine jurisdictional changes, complex reorganizations, consolidations of special districts, mergers of districts with cities, LAFCO-initiated consolidations, incorporation of cities and other changes to agencies as allowed in State Law. The Assistant Executive Officer also provides supervision to administrative staff, oversight of day-to-day agency operations, and acts of behalf of the Executive Officer in his/her absence.

The ideal candidate possesses the ability think strategically, creatively problem solve, be a team player, and offer an outstanding level of support to the Executive Officer. Successful candidates must offer a proven ability to offer sound judgment, transparent decision making, and professionalism and integrity in all public settings. The successful candidate must also have excellent writing and public speaking skills.

#### **DUTIES AND RESPONSIBILITIES**

Key duties of the Assistant Executive Officer include, but are not limited to, the following:

- Provide overall management of State mandated programs of LAFCO, including processing applications affecting growth and development patterns, delivery of urban services, and establishment of local governance options.
- Prioritize and manage the conduct of special studies relating to the efficient delivery of public services, local control and accountability, government financing options, and determinations of boundary disputes among government agencies and/or community groups.
- Provide management and development of agency staff to ensure agency excellence.
- Oversee the preparation and update of Municipal Service Reviews and Spheres of Influence (future agency boundaries) for each city and special district in Orange County.

- Lead public meetings and discussions within and among cities and special districts to provide LAFCO-related education and obtain input regarding LAFCO applications.
- Administrative responsibilities include budget preparation, management of staff, contract management, and the tracking and analysis of legislative actions impacting local public agencies.

### **EDUCATION, EXPERIENCE AND TRAINING**

The ideal candidate will be one that presents a combination of experience, education and training which substantially demonstrates knowledge of:

- Urban planning theory and techniques.
- Public finance and public infrastructure planning.
- Jurisdictional reorganizations and consolidations, including related financing and tax issues.
- Budget preparation and analysis.
- Sound political judgment.
- Excellent communication skills.
- Strong computer skills (i.e., spreadsheets, word processing, database and program management software).

### **MINIMUM QUALIFICATIONS**

At minimum, successful candidates must have:

- A Bachelor's Degree in Planning, Geography, Public Policy, Political Science, Public Administration, Business Administration or a closely related field of study. A Master's Degree in one of these fields of study (or closely related field) is desirable.
- A minimum of four years of experience working with a LAFCO, city, special district, or county either directly or as a consultant.
- Expertise in the Cortese-Knox Local Government Reorganization Act of 2000 and the California Environmental Quality Act (CEQA).
- Excellent public speaking and writing skills.

### **BENEFITS**

The Assistant Executive Officer position is a full-time, At-Will position, serving at the direction of the Orange County LAFCO Executive Officer. The position offers generous sick leave and vacation leave provisions, paid holidays, a choice of health plans, dental and disability coverage, and other benefits. Orange County LAFCO is a member agency of the Orange County Employees Retirement System (OCERS) that provides retirement benefits for all LAFCO employees.

### **SUBMISSION REQUIREMENTS**

Interested candidates must submit a resume and cover letter. The resumes/cover letters will be screened to identify qualified candidates. It is imperative that candidate resumes/cover letters clearly and specifically detail the experience, education, training, and other skills that meet the requirements of the LAFCO Assistant Executive Officer position. There is no application form required for this recruitment. Only the most successful candidates will be invited to participate in interviews. **Resumes and cover letters must be submitted electronically to Orange County LAFCO (attention: Bob Aldrich) no later than 5:00 PM, December 3, 2013, using the following email address: [staff@oclafco.org](mailto:staff@oclafco.org)**

Depending on the experience and qualifications of candidates interviewed for this position, Orange County LAFCO may fill this position at this time but is under no obligation to do so. All candidates proceeding to the interview phase of the recruitment process will be placed on a one-year eligibility list for consideration should future vacancies occur at Orange County LAFCO.

Any questions concerning this position or the recruitment process should be directed to Bob Aldrich, Aldrich and Associates, at the following email address: [aldrichandassociates@yahoo.com](mailto:aldrichandassociates@yahoo.com)