



## ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION

INVITES APPLICATIONS FOR THE POSITION OF

### **PROJECT MANAGER**

Salary: \$60,000 - \$105,000 (plus generous benefits package)

#### **BACKGROUND**

The Orange County Local Agency Formation Commission (LAFCO) is currently recruiting for a Project Manager. 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 Project Manager 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/or Assistant Executive Officer and provides, under general supervision, project management for specific state mandated programs of LAFCO, including detailed planning research, program development, design and implementation strategies for projects and programs. The Project Manager may exercise some supervision of administrative staff.

The successful candidate possesses excellent research and organization skills, is able to professionally represent the agency, shows sound judgment, and operates with honesty and integrity in all interactions. The successful candidate must also be a self-starter and conscientious in delivering excellent work products. The successful candidate must have excellent writing and public speaking skills.

#### **DUTIES AND RESPONSIBILITIES**

Key duties of the Project Manager include, but are not limited to, the following:

- Process both routine and complex applications affecting growth and development patterns, delivery of urban services, and establishment of local governance options, including annexations, reorganizations, spheres of influence and other LAFCO-related proposals.
- Provide technical and policy guidance to local jurisdictions and agencies.
- Act as liaison with outside agencies and public/private organizations.
- Develop and monitor forecasts, budgets, and financial plans for programs and projects.
- Coordinate and disseminate information to various departments, agencies, organizations and the public.
- Coordinate planning efforts with regional/local and public/private agencies.
- Represent the agency at meetings of professional and public groups.

- Assist with the preparation and update of Municipal Service Reviews and Spheres of Influence (future agency boundaries) for each city and special district in Orange County.

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

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

- The ability to use sound judgment and operate with honesty and integrity in all interactions.
- Excellent work habits, including organization of materials and information, time management skills and meeting deadlines.
- Excellent computer skills, i.e., spreadsheets, word-processing, database, communication and program management software.
- Knowledge of computer applications related to research and statistical methods and techniques.
- Excellent oral, written and presentation skills.
- Ability to conduct field research and data analysis, analyze and interpret complex data, and formulate plans and recommendations based on that data.

### **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 minimum of three years of experience working with a LAFCO, city, special district, or county either directly or as a consultant.
- An understanding of urban planning theory and techniques, public finance, public infrastructure planning, and local government.
- An understanding of the Cortese-Knox Local Government Reorganization Act of 2000 and the California Environmental Quality Act (CEQA).

### **BENEFITS**

The Project Manager 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 Project Manager 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)