

LAFCO Deputy Executive Officer

SALARY RANGE

\$53.13 - \$64.58 Hourly
\$9,209.24 - \$11,193.88 Monthly
\$110,510.82-\$134,326.59 Annually

DEFINITION:

Under direction of the LAFCO Executive Officer, performs complex professional work in support of LAFCO's statutory activities and on a variety of projects involving: research, data collection and other related tasks in support of the Local Agency Formation Commission (LAFCO) of Solano County; responsible for a variety of specialized studies involving data collection and analysis, report preparation and public contact; performs as Clerk to the Solano County Commission, and; responsible day-to-day office procedures.

DISTINGUISHING CHARACTERISTICS:

The LAFCO Deputy Executive Officer is a single-position management classification and an "at-will" management employee who performs all duties necessary for the proper and efficient management of LAFCO as determined by State Law, Solano LAFCO, and the Executive Officer. In the absence of the Executive Officer, the Senior LAFCO Analyst acts as the acting Executive Officer.

Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent possesses specialized knowledge, including urban and regional planning, land development and environmental regulations.

The LAFCO Deputy Executive Officer differs from the LAFCO Executive Officer as the LAFCO Executive Officer has overall responsibility for all functions and activities of the LAFCO program under policy direction from the Commission.

TYPICAL TASKS:

- Serves as assistant to the LAFCO Executive Officer and acts in place of the LAFCO Executive Officer in his or her absence.
- Ensures compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared

by other agencies; and conducts initial studies, prepares and supervises the preparation of negative declarations and other environmental documents where LAFCO is the Lead Agency.

- Conducts analysis on a variety of special projects involving research, data collection and other tasks related to the operation of Solano County LAFCO; performs a variety of responsible and specialized technical services involving administrative, planning, financial, legislative, and data analysis.
- Manages and conducts special studies involving inter-jurisdictional or inter-agency coordination, most of which is of a complex, controversial and politically sensitive nature.
- Monitors and evaluates local agencies, their service capabilities and proposals for changes or organization or jurisdictional boundaries.
- Reviews and analyzes proposals filed with LAFCO, conducts field investigations, makes recommendations and prepares and presents staff reports to Commission or LAFCO Executive Officer in written or oral form.
- Researches, analyzes and interprets information and data necessary to meet State law requirements and Solano County LAFCO policies and objectives.
- Manages contracts and consultants related to special studies.
- Makes verbal presentations and manages public participation/outreach processes relating to pending LAFCO proposals, studies, policies, and procedures; Interprets and explains governmental regulations, policies and procedures to the public, governmental agencies, subordinate staff and consultants.
- Executes the terms and conditions of LAFCO documents in accordance with determinations of LAFCO.
- Assists with Administrative functions, including the development of LAFCO budget, fee schedules, surveys, policies, procedure manuals, accepting of applications and notifications of public hearing.
- Maintains, revises, and interprets the LAFCO policies, procedures and maps.
- Advises management on the impact of new and proposed state and local legislation that pertains to LAFCO.
- Acts as a liaison between the Commission, the public, other governmental agencies, and organizations.
- Assists the Executive Officer in implementing Commission directions, policies and procedures, and in developing, tracking and managing the annual work program.

- Participates in LAFCO related organizations and professional associations; Participates and represents LAFCO on various committees and organizations;
- Performs other related duties as required.

EMPLOYMENT STANDARDS:

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and possession of the knowledge and abilities listed below.

Four or more years of progressively responsible professional experience performing public sector planning, policy and program analysis. LAFCO work experience or working in a professional capacity in city or county planning or public administration is highly desirable.

A Master's degree in Public Administration or City and Regional Planning may be substituted for two (2) years of the required experience. A Master's degree in a closely related field (i.e. Business Administration) may be substituted for one (1) year of the required experience.

Possession of a valid California Driver's License prior to appointment.

Knowledge of:

- Local Agency Formation Commission laws, practices and procedures.
- Statutory purposes of LAFCO and state and local regulations relating to LAFCO; Principles and practices of public administration, urban and regional land planning and effective supervision and training;
- Public administration and management principles, including budget preparation and control and effective supervision and training;
- Federal, State and local laws and regulations relating to the organization, financing and functions of cities and special districts;
- Research, analysis, and statistical methods applicable to management analysis; Communication techniques required for gathering, evaluating and informing;
- State, local laws, and guidelines relating to environmental protection; Map reading.
- Computer applications used in city and regional planning, including Geographical Information Systems Software.

Ability to:

- Reason logically and creatively and utilize a variety of analytical techniques to

resolve complex and specialized problems.

- Communicate and present concise, logical oral and written reports; Understand, interpret and apply laws, policies and procedures;
- Plan, organize and conduct work assignments under minimum direction or independently and meet deadlines;
- Collect, interpret and evaluate data of a complex and specialized nature; Write clear and concise reports;
- Manage and coordinate large projects and studies;
- Gain and maintain the confidence and cooperation of those contacted during the course of work, especially in sensitive relationships with representatives of departmental and other outside groups;
- Supervise, train and evaluate the work of subordinate staff and consultants;
- Define problem areas; develop and evaluate alternatives;
- Represent LAFCO and or act as LAFCO spokesperson.

Desirable Work Style and Personal Traits:

- Possess a high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive organizational issues.
- Possess a commitment to very high ethical standards and quality public services;
- An active listener, supportive team builder; has strong interpersonal and communication skills, and demonstrates an energetic work style;
- Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment;
- Able to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, legislative representatives, and the public;
- Able to interact well and comfortably with individuals of diverse backgrounds;
- Able to approach challenges with confidence, and maintain positive, productive and ethical interaction with peers, the public, the Commission and elected officials, and;
- Maintain professional appearance.