



## Solano Local Agency Formation Commission

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# SOLANO LAFCO ANNOUNCES A CAREER OPPORTUNITY!

## POSITION HIGHLIGHTS

- LAFCO Deputy Executive Officer
- Great Opportunity to Further a Career in Local and Regional Government
- Excellent Health and Pension Benefits
- Annual Salary Range is \$110,510 to \$134,326

## GENERAL DESCRIPTION

The Solano Local Agency Formation Commission (LAFCO) is seeking cover letters and resumes for an at-will, senior management position.

The LAFCO Deputy Executive Officer is a single-position management classification 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 Deputy Executive Officer 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. This position requires the use of considerable independence, initiative, discretion, and LAFCO experience.

Incumbents should have the following key traits: strong analytical, mathematical, and communication skills; clear approach towards problem solving; ability to manage a variety of simultaneous projects; embrace challenges with confidence; exercise initiative in performing ongoing duties; and possess a high degree of integrity and ethical standards.

The full job description is available at [www.solanolafco.com](http://www.solanolafco.com).

## APPLICATION PROCESS

Interested applicants are encouraged to apply immediately with the submittal of a cover letter and resume directed to Richard Seithel, Executive Officer, preferably by e-mail at [rseithel@solanolafco.com](mailto:rseithel@solanolafco.com). First review of applications will be on **Monday, December 13, 2021**. Once the recruitment is closed, applicants determined to be the most qualified will be invited to participate in a panel interview. All finalists will be subject to background checks.

### Commissioners

Ron Rowlett, Chair • John Vasquez, Vice-Chair • Harry Price • Jim Spering • Nancy Shopay

### Alternate Commissioners

Ron Kott • Robert Guerrero • Mitch Mashburn

### Staff

Rich Seithel, Executive Officer • Jeffrey Lum, Analyst II • P. Scott Browne, Legal Counsel