

THE SOLANO COUNTY LOCAL AGENCY FORMATION COMMISSION
INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE OFFICER

POSITION HIGHLIGHTS

- *Help provide leadership to Solano County, Solano County cities and special districts*
- *Ideal for a creative problem solver looking to make a real impact in local government*
- *Annual salary range is **\$108,154 to \$140,000***
- *Full Time - Generous benefits package*

THE AGENCY:

The Solano Local Agency Formation Commission (LAFCO) is an agency of the State of California responsible for overseeing the establishment, expansion, and reorganization of local government agency boundaries and service territory. Solano LAFCO draws its regulatory and planning powers from the State Legislature, with directives to encourage orderly growth, promote logical agency boundaries, discourage urban sprawl, and preserve open space and prime agricultural lands, as described in Government Code §56000, et seq.

THE POSITION:

The Executive Officer is a full-time, at-will, position responsible for overall administration and management of the operations and programs of Solano LAFCO as established by State law and adopted policy, including municipal service reviews and related studies required for boundary and organizational changes.

The Executive Officer reports directly to a 5-member Commission (5 voting members and 3 alternate members) composed of two members of the Solano County Board of Supervisors, 2 city council members from the cities in Solano County and one Public Member and Public Member Alternate. The Executive Officer and a full time Policy Analyst/Commission Clerk form the LAFCO staff team.

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

- Professionally represent the agency before the Commission, elected officials and staff, community and business groups, and the general public;
- Show sound judgment and operate with honesty and integrity in all interactions;
- Manage and motivate staff; and
- Work well under pressure

QUALIFICATIONS

- Bachelor's Degree in Public Administration, Planning, Geography, Public Policy, Political Science, Business Administration, or a related field of study.
- Substantial experience working with local public agencies, such as minimum of four years of experience working with a LAFCO, county, city, or special district

- Familiarity with the Cortese-Knox Local Government Reorganization Act of 2000 and the California Environmental Quality Act (CEQA)
- Open, clear, and concise public speaking and writing skills
- Strong computer and project management skills
- Ability to think and act strategically to develop and deliver creative business solutions and proactive approaches to complex problems
- Excellent administrative, analytical, and financial acumen; skill in collaboration and cooperation
- Ability to build and maintain positive working relationships with a range of public officials, community leaders, and members of the public

OTHER DESIRABLE QUALIFICATIONS

- Familiarity with the Subdivision Map Act, State planning and zoning laws, and property tax exchange laws.
- A Master's Degree in one of the above-referenced fields of study (or closely related field).
- An understanding of budget preparation techniques for local government agencies.
- Prior experience managing/supervising employees
- Willingness to participate in CALAFCO advanced training and activities

BENEFITS

Twelve paid holidays, twenty annual vacation days, eighty hours administrative leave, and twelve days sick leave

LAFCO participates in the California Public Employees' Retirement System (CalPERS).

Choice of CalPERS health plans, plus vision, dental, long-term disability insurance, and employer-paid life insurance.

Employees may also elect to participate in deferred compensation, supplemental life insurance, and flexible spending plans. Solano LAFCO participates in Medicare, but not in Social Security.

SUBMISSION REQUIREMENTS

Interested candidates must submit a resume and cover letter and a writing sample. The writing sample should be an example or excerpt (up to 15 pages) of the applicant's polished analytical writing skills. The application materials will be used to identify qualified candidates. Please clearly and specifically detail the experience, education, training, and other skills which meet the requirements of position. There is no application form required for this recruitment. Questions should be addressed to Ms. Chamberlain at the email below.

A complete application consists of a resume, cover letter and writing sample. Application must be submitted via email to Roseanne Chamberlain, Interim Executive Officer at rchamberlain@solanolafco.com

Applications should be submitted no later than 5:00 p.m., Monday May 22, 2017, however; the position will remain open until filled.