

LAFCO of Kern County

KERN LOCAL AGENCY FORMATION COMMISSION

kclafco@bak.rrr.com 661-716-1076 5300 Lennox Ave. Suite 303, Bakersfield, CA 93309

ADMINISTRATIVE ASSISTANT/CLERK

Job Type: At -Will, Full Time Position

Salary: \$43,137 - \$52,433

Opening Date: March 26, 2019

Closing Date: Until Job is Filled

Position Description:

Under general direction of the LAFCo Executive Officer, performs a wide range of administrative services in support of the Kern Local Agency Formation Commission and staff and other related work as required.

General Responsibilities:

Courteously greet and respond to the public and applicants. Including, distributing forms and answering questions regarding Kern LAFCo's purpose and activities.

Support for all Commission meetings including legal notice, agenda, meeting materials, staff support to Commissioners, preparing minutes and final meeting records in conjunction with Executive Officer.

Assist Executive Officer in all administrative functions of the Commission, conducting research and analysis in support of, project processing, Municipal Services Reviews, Sphere of Influence reviews and special projects.

Provide assistance to Executive Officer in researching budget information, distribute budget according to legal and policy deadlines.

Project processing from initiation to completion. Follow up with applicants and complete final filing on Commission approved proposals.

Tracking and maintaining legal and policy deadlines.

Maintain all Commissioner files. (Ethics training, Statement of Economic Interest ect...)

Support for Commission actions including preparation of resolutions and related documents.

Make travel and lodging arrangements for Commissioners, Executive Officer and staff.

Prepare and submit deposits of fees and reimbursements.

Coordinate with Accountant to prepare and submit accounts payable, accounts receivable and payroll for LAFCo staff.

Maintains purchasing card statements.

Maintains medical and retirement records.

Proofread materials for punctuation, grammar, missing information and errors.

Attend trainings.

Maintain office supply inventory.

Prepare, submit and follow up on claims for payment.

Provide support to other assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training.

Prepare and maintain records, reports and correspondence.

Coordinate office services including copy machine, computer and phone services and repairs.

Other duties as assigned by the Executive Officer.

Requirements:

This position requires an individual who can independently learn and follow direction. The Commission Clerk/Administrative Assistant must have working knowledge of Microsoft Word, Excel and Quickbooks. The position requires interaction with the public and applicants to LAFCo. This person must also have good knowledge of proper grammar, spelling and punctuation and be an effective communicator both orally and in writing. They must be able to grasp legal and policy requirements and maintain an ongoing knowledge of government policies and procedures.

Knowledge, Skills and Abilities:

Must have strong analytical, communication and interpersonal skills. Five years of office experience preferred.

Must demonstrate expertise in:

- Computers and software programs typically used for data collection, retrieval and analysis, including but not limited to Word, Excel, Power Point, and Quick Books.
- Principles and practices relating to budget programs;

Submission Requirements:

Interested candidates must submit a resume and cover letter along with both personal and professional references. The resume/cover letters will be screened to identify qualified candidates. It is imperative that candidates' resume/cover letter clearly and specifically detail the experience, education, training and other skills which meet the requirements of the Administrative Assistant/Clerk position.

Resumes and cover letters must be submitted by email at kclafco@bak.rr.com no later than **5:00pm on April 12, 2019**. (Deadline may be extended)