

San Benito Local Agency Formation Commission

# San Benito LAFCO

Executive Officer

Recruitment



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## ABOUT COUNTY OF SAN BENITO

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Located in California's Central Coast region, 130 miles south of San Francisco, San Benito County (pop. 62,808) maintains a rural feel while offering a strong sense of community and historic charm in the County's two incorporated cities and three unincorporated towns. The County encompasses almost 1,400 square miles and was formed from parts of Monterey County in 1874.

Agriculture, by acreage, is San Benito County's largest industry with fertile valley soil supporting some of the most productive farmland in the state. Cool ocean air regulates the County's temperature resulting in warm summers and mild winters perfect for enjoying the many outdoor pursuits available in the area.

San Benito County offers visitors and residents a wide array of "hidden" treasures. In February of 2013, the majestic mountains of Pinnacles National Monument were officially designated at the 59th National Park in the U.S. The County's emerging wine country offers highly acclaimed and award-winning wines set among the scenic landscape of the area. Home to mission San Juan Bautista, the County also offers the enjoyment of an array of outdoor recreational activities, Agri-tourism, public library, museums, art festivals and galleries. The ideal proximity situated between the Silicon Valley and Monterey Bay provides easy access to the numerous amenities of the big city, while still offering an idyllic and scenic setting with affordable housing and a quality lifestyle.



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## ABOUT THE POSITION

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Under direction of the Local Agency Formation Commission (LAFCo), administers, plans, and directs the activities necessary for the proper and efficient management of the San Benito LAFCo as determined by the Commission and by State law; provides leadership, fiscal and policy guidance, strategic direction, and performs the day-to-day management of LAFCo duties. Fosters cooperative working relationships with, and provides guidance and advice to cities, special districts, and potential applicants; reviews and analyzes proposals in accordance with State law and local policy, develops recommendations for Commission action and performs related work as required.

The LAFCo Executive Officer is a part-time, at-will contract position responsible for administering the business of the State-mandated Local Agency Formation Commission, created to promote the wise use of land resources, public services, and facilities while providing for the present and future needs of a community.

As a contract position, the **salary is negotiable depending on experience and qualifications** of the candidate. The contractor will also be required to carry professional liability insurance and commercial automobile insurance. Direction is received from the San Benito Local Agency Formation Commission.

*The current (fiscal year 2022-23) budget funds the Executive Officer position at approximately 40 hours per month, at approximately \$150 per hour. Funding for the Executive Officer position may increase beginning in July 2023, pending the Commission's adoption of a fiscal year 2023-24 budget.*



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# EXAMPLES OF DUTIES

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Duties may include, but are not limited to the following:

- Receive and analyze applications and petitions for LAFCo actions; determine legal acceptability for filings; conduct complex analysis and prepare written reports and recommendations to the Commission.
- Prepare and administer LAFCo's annual budget as adopted by the Commission; serve as the LAFCo fiscal officer, exercise continuous budgetary controls to ensure proper expenditures of authorized funds.
- Prepare staff analyses, reports, proposed determinations and other agenda materials for the Commission relating to matters within the Commission's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56000 et seq. ("Act"), including but not limited to; boundary proposals, contracts for provision of new and extended services outside city and district jurisdictional boundaries, sphere of influence amendments, municipal service reviews, and periodic review of sphere of influence reports.
- Call and notice Commission meetings in accordance with the Act and LAFCo policies and procedures.
- Solicit bids, develop contracts, and review work product to be completed by consultants contracted with LAFCo.
- Actively participate in LAFCo related organizations and professional associations; apprise LAFCo Commissioners of organization activities, current events, new legislation, and other matters of interest related to LAFCo.
- Ensure the preparation, mailing, filing, publishing, and record keeping of agendas, notices and other required official documents on behalf of the Commission.
- Respond to inquiries and provide information and technical assistance to interested public agencies and individuals.



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# SKILLS AND ABILITIES

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## ESSENTIAL FUNCTIONS

- Operate a personal computer and other office equipment.
- Communicate effectively with others in person and over the telephone.
- Meet deadlines under stressful conditions, complete multiple priority projects with conflicting deadlines.
- Analyze data, interpret directions, procedures, and regulations, and develop appropriate responses.
- Establish, implement, and achieve goals and objectives.
- Train, support staff.
- Frequent use of depth perception, peripheral vision, and color perception.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Frequent use of hand-eye coordination; normal dexterity, frequent holding and grasping.
- Occasionally lift and carry up to 40 pounds.

## Knowledge of:

- The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- Principles, practices, and techniques of urban and regional planning functions.
- Federal, State, and local laws and regulations relating to financing, and functions of counties, cities, and special districts.
- The California Environmental Quality Act (CEQA) and its application to LAFCO actions.
- Community and infrastructure planning, environmental laws, local government structure, public finance, and budget preparation.
- Research and statistical methods.
- General public purchasing and contracting practices.
- Public finance; public infrastructure; interagency relationships.
- Geographic Information System (GIS) software.

## Ability to:

- Communicate effectively both orally and in writing.
- Facilitate consensus building and decision-making.
- Direct, coordinate and implement large and/or controversial projects.
- Collect, analyze, and interpret data; formulate recommendations; solve complex problems.
- Establish and maintain effective working relationships with varied communities of interest including property owners, project developers, local boards, and commissions, elected and/or appointed officials and community groups.
- Meet deadlines, work independently and as a team member.
- Resolve conflicts and respond appropriately to complaints.
- Represent the Commission with the community and other agencies.



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# QUALIFICATIONS

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## **Experience:**

Five (5) years increasingly responsible experience in a professional capacity developing and/or managing a public program involving multiple constituencies or LAFCo related responsibilities.

## **Education:**

Graduation from an accredited college with a bachelor's degree in public administration, urban/regional planning, or a closely related field.

## THE RECRUITMENT PROCESS

To be considered, candidates must submit a professional resume and references to San Benito LAFCO's Interim Executive Officer Darren McBain: [dmcbain@cosb.us](mailto:dmcbain@cosb.us)

