



Commission Clerk Recruitment

The San Luis Obispo Local Agency Formation Commission is seeking a qualified candidate for the Commission Clerk position. This is a 3/4 time position with a benefits package. Applications are due October 18, 2024. Read for further details or visit slo.lafco.ca.gov.

ABOUT US

San Luis Obispo LAFCO's mission is to discourage urban sprawl and encourage the efficient and orderly formation and growth of local agencies and development within San Luis Obispo County. SLO LAFCO is an independent regional government agency with county-wide jurisdiction and powers derived from State law. Our goal is to ensure that Cities, the County, and special districts provide efficient government services and foster logical growth and development.

SLO LAFCO operates independently from the Cities, the County, and the State government to regulate the boundaries and service areas of the 7 cities, 35 independent special districts, and 11 dependent districts (County Service Areas) in the County. The Commission is comprised of an 11-member board representing local agencies (Cities, County, and special districts) throughout the county. LAFCOs are responsible for, in part, establishing jurisdictional boundaries, spheres of influence, evaluating annexations, approving the formation of districts, activating or divesting district powers, and the incorporation of cities.

About the Position

This is a unique opportunity to have a meaningful contribution to the County of San Luis Obispo. The Commission Clerk will primarily provide clerk and administrative functions to the Commission, as well as serve as an office administrator. The Commission Clerk will be responsible for key aspects of making sure our Commissioners have all they need to perform their functions as decision makers as well as operate and run all logistics for conducting public hearings. As the office administrator, the Commission Clerk will ensure that all critical functions are being completed, including but not limited to billing, payroll, and record maintenance.. Some aspects of the job will include special research assignments and assisting with application processing and Municipal Service Reviews. This “at will” position is appointed by and serves at the preference of the LAFCO Executive Officer.

Typical Tasks include:

- Work with the Executive Officer and LAFCO Analysts to assemble LAFCO meeting agenda packets and notices of meetings; record LAFCO meetings, and prepare resulting documents;
- Serve as liaison between the Executive Officer and LAFCO Analysts, officials and staff, and the public, and interact with Commissioners;
- Develop, maintain, and update LAFCO files and records systems for tracking applications;
- Requisition supplies and services and maintain records of expenditures;
- Prepare and proof correspondence, memoranda and other written materials;
- Track correspondence, LAFCO filings, and materials with deadlines and expiration dates;
- Handle a wide variety of correspondence which requires knowledge of policies and procedures;
- Manage LAFCO website, including regular updates, adding pages and materials, and making structural changes
- Answer and screen telephone calls and visitors, maintain email lists, and communications with the public.
- Respond to public records act requests
- Work with the Executive Officer and LAFCO Analyst to process applications, Municipal Service Reviews, conduct research, and perform special research assignments as assigned;

Qualifications

The Commission Clerk performs a wide variety of critical responsibilities and reports directly to the LAFCO Executive Officer. The position requires a high degree of judgment and political acumen, as well as an ability to work independently. This position is distinguished by a high level of independence.

The ideal candidate will:

- Possess strong interpersonal and public relations skills, and have a high level of motivation;
- Exercise good judgement and integrity in representing LAFCO as a public agency
- Demonstrate excellent written and verbal communication skills;
- Possess excellent follow-through and time management skills;
- Possess relevant office/computer skills to use a variety of equipment such as computers, copy machines and software programs (i.e. Microsoft Office),
- Possess experience or understanding of local government, including LAFCO's role and responsibilities;
- Understand the importance and role of being public employee.

Minimum Qualifications include:

- Equivalent to graduation from a four-year college. Years of relevant experience may be substituted for college on a case by case basis. **Important note:** if you do not have a four-year degree but will have one by the start date of the job, you may still apply for the position.
- Possession of a valid California Driver's License; and
- Experience in working in a local government environment would be highly desirable.

Flexible Schedule and Salary and Benefits

Flexible schedules, including remote work are options for this position, based on the needs of the organization. This position is 3/4 time and will be 30 hours per week at a rate ranging from \$28-\$32/hour, depending on qualifications. The position will include:

- Medical insurance stipend
- Pension Retirement contribution
- Vacation and Sick Time Leave; and Social Security

To Apply

Please visit our website; slo.lafco.ca.gov and look for the "We're Hiring" page. Please fill out the form and submit required documents.