



# Commission Clerk Recruitment

*The San Luis Obispo Local Agency Formation Commission is seeking a qualified candidate for the Commission Clerk position. This is a three-quarter time position with a benefits package. The recruitment is open until filled. Read on for further details or visit [slo.lafco.ca.gov](http://slo.lafco.ca.gov)*

## About Us

SLO LAFCO is an independent regional government agency with countywide jurisdiction and authority established by State law. Our mission is to promote efficient, effective local government and encourage logical, sustainable growth and development throughout San Luis Obispo County.

LAFCO works at the intersection of local government, community planning, public services, and land use. We operate independently from the County, cities, and special districts and play an important role in shaping how public services are delivered and how communities grow.

SLO LAFCO oversees the jurisdictional boundaries and service areas of the County's 7 cities, 35 independent special districts, and 11 dependent districts (County Service Areas). The Commission is an 11-member board representing cities, the County, and special districts throughout San Luis Obispo County.

Among its responsibilities, LAFCO establishes and updates jurisdictional boundaries and Spheres of Influence, reviews annexations and reorganizations, considers the formation and dissolution of special districts, evaluates the delivery of municipal services, and helps shape the future organization of local government.

## About the Position

The Commission Clerk is a key member of a small, professional team and offers a unique opportunity to gain broad exposure to local government, public policy, land use, public administration, and community planning. In this role, you will have the opportunity to make a meaningful impact in local government, work with community leaders, and help shape the future of San Luis Obispo County.

Working directly with the LAFCO Executive Officer and Analysts, the Commission Clerk provides essential administrative and clerical support to the Commission while helping ensure that public meetings, hearings, applications, records, and day-to-day agency operations run smoothly.

The Commission Clerk works directly with elected officials, appointed Commissioners, local government executives and staff, applicants, consultants, and members of the public. The position requires sound judgment, professionalism, initiative, and the ability to work independently.

The Commission Clerk will also have opportunities to conduct research, assist with application processing and Municipal Service Reviews, maintain the agency's website and records, and take on special projects that directly support the Commission's work.

The successful candidate will be highly organized, detail-oriented, resourceful, and comfortable working independently. The ideal candidate enjoys variety, takes initiative, communicates effectively, and wants their work to have a direct connection to public service and the community.

This is an at-will position appointed by the LAFCO Executive Officer.

## Typical Duties and Responsibilities

### Commission Support & Public Meetings

- Work with the Executive Officer and LAFCO Analysts to assemble Commission agenda packets, meeting notices, staff materials, and related documents.
- Coordinate logistics for Commission meetings and public hearings.
- Attend and record Commission meetings and prepare resulting documents and records.
- Assist in ensuring Commissioners have the information, materials, and support necessary to effectively perform their roles as public decision-makers.
- Assist with public hearing requirements and related notices, filings, and documentation.

### Public & Agency Relations

- Serve as a key point of contact between the Executive Officer, LAFCO Analysts, Commissioners, local government officials and staff, applicants, consultants, and the public.
- Respond to inquiries regarding LAFCO procedures, policies, meetings, applications, records, and other agency matters.
- Answer telephone calls and visitors and respond to routine correspondence and inquiries.
- Maintain email lists and assist with public communications.
- Represent LAFCO professionally and courteously in interactions with public officials, applicants, agencies, and members of the public.
- Respond to Public Records Act requests.

### Records & Office Administration

- Develop, maintain, and improve LAFCO's files and records systems, including systems for tracking applications and important agency documents.
- Track LAFCO filings, deadlines, expiration dates, and other time-sensitive matters.
- Maintain accurate and organized electronic and physical records.
- Prepare, proofread, format, and distribute correspondence, memoranda, reports, notices, and other written materials.
- Requisition supplies and services and maintain records of expenditures.
- Assist with billing, payroll, purchasing, and other office administration functions.
- Coordinate with vendors and service providers as needed.
- Identify opportunities to improve administrative systems, procedures, and workflow.

### Website & Communications

- Manage and maintain the LAFCO website.
- Regularly update website content, documents, notices, and other public materials.
- Add pages and materials and make structural and organizational changes to improve the website.
- Help ensure public information is accurate, accessible, timely, and easy to navigate.

### Research & LAFCO Projects

- Work with the Executive Officer and LAFCO Analysts to process applications and assist with Municipal Service Reviews and Sphere of Influence studies.
- Conduct research and compile information related to local government, public services, land use, and LAFCO matters.
- Perform special research assignments and projects as directed by the Executive Officer.
- Assist with tracking and coordinating projects, deadlines, and follow-up activities.
- Perform other related duties 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, discretion, professionalism, and political acumen, as well as the ability to work independently and manage multiple priorities. The position is distinguished by a high level of independence and responsibility. The successful candidate will be someone who can recognize what needs to be done, take initiative, follow through, and appropriately communicate when additional direction is needed.

### **The Ideal Candidate Will:**

- Possess strong interpersonal, customer service, and public relations skills and demonstrate a high level of motivation.
- Exercise sound judgment, discretion, and integrity when representing LAFCO as a public agency.
- Demonstrate excellent written and verbal communication skills.
- Possess excellent organizational, follow-through, and time-management skills.
- Be highly detail-oriented and able to manage multiple projects, deadlines, and priorities.
- Be comfortable working independently and taking initiative.
- Demonstrate professionalism when interacting with elected officials, appointed Commissioners, government officials, agency staff, applicants, consultants, and members of the public.
- Possess strong office and computer skills and the ability to effectively use a variety of equipment and software programs, including Microsoft Office.
- Possess experience with or an understanding of local government, including LAFCO's role and responsibilities.
- Understand the importance and responsibilities of serving as a public employee.
- Demonstrate the ability to learn new systems, procedures, laws, and subject matter quickly.
- Be adaptable and willing to take on a wide variety of responsibilities in a small-office environment.

### **Minimum Qualifications**

- Equivalent to graduation from a four-year college or university.
- Relevant professional experience may be substituted for a four-year degree on a case-by-case basis.
- Candidates who do not currently possess a four-year degree but will complete their degree in the near future are encouraged to apply.
- Possession of a valid California Driver's License.
- Experience working in a local government environment is highly desirable.
- Background clearance check

## **Work Environment**

SLO LAFCO is a small, collaborative organization where employees have the opportunity to work closely with agency leadership and play an important role in the organization's success. There is a total of four positions at LAFCO, lending to a highly collaborative and team oriented organization.

Because of the size and nature of the organization, the Commission Clerk will have the opportunity to work across a broad range of functions rather than being limited to a single area of responsibility. The position is ideal for someone who enjoys variety, independence, public service, and meaningful responsibility.

## Commission Clerk Recruitment

The position may include limited remote work opportunities, though it is primarily an in-office position. Flexible scheduling and remote work options are determined based on the needs of the organization.

The LAFCO office is located in downtown San Luis Obispo, nearby other government agencies, restaurants, and other amenities offered by the downtown area.

## Why Work At SLO LAFCO?

Working at SLO LAFCO provides an opportunity to do work that is both professionally rewarding and directly connected to the community.

You will work alongside local government professionals and interact with elected and appointed officials while gaining firsthand experience with issues involving public services, land use, community development, and the organization of local government.

No two days are necessarily the same. One day may involve preparing for a Commission meeting; another may involve assisting with an application, conducting research, responding to a public records request, updating the agency website, or helping resolve an administrative issue.

For someone interested in local government, public administration, planning, public policy, or community development, this position provides an opportunity to develop valuable professional experience while making a meaningful contribution to San Luis Obispo County.

LAFCO fully budgets for and supports your professional development. We don't just offer online training to keep your skills sharp; we actively sponsor our team members to attend premier professional development conferences across California. You will have direct access to statewide training networks to ensure you remain on the cutting edge of modern public agency best practices.

## Flexible Schedule and Salary and Benefits

This is a three-quarter-time position working 30 hours per week.

Hourly Rate: \$32-40 per hour, depending on qualifications and experience, plus a highly competitive benefits package.

The position includes:

- Flexible work schedule, including limited remote work options based on organizational needs
- Medical insurance stipend
- Pension/retirement contribution
- Vacation leave
- Sick leave
- Social Security

## To Apply

Please visit our website; [slo.lafco.ca.gov](http://slo.lafco.ca.gov) and look for the “We're Hiring” page. Please fill out the form and submit required documents.