

**FRESNO LOCAL AGENCY FORMATION COMMISSION
INVITES YOUR APPLICATION FOR
LAFCO EXECUTIVE OFFICER**

Annual Salary Range: \$95,000 - \$150,000 DOQ

LAFCo Executive Officer

The Fresno Local Agency Formation Commission (LAFCo) is offering an excellent opportunity for an experienced manager and planning professional to conduct the day-to-day business of the Commission serving as its Executive Officer.

Organization Overview

LAFCo is a State-mandated commission under the California Government Code that, charged with the responsibility to insure orderly growth of cities and districts. Among the purposes of the Commission are preserving open-space and prime agricultural lands, discouraging urban sprawl, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances.

Pursuant to State law, LAFCo reviews and holds hearings on all proposals for changes in organization of cities and special districts in the County. The Commission is also responsible for determining and updating the spheres of influence and conducting in-depth municipal service reviews of cities and special districts in Fresno County.

LAFCo is an independent public agency and contracts with Fresno County for some services. The organization's operating budget for fiscal year 2021-22 is \$635,476. There are four LAFCo employees, including the Executive Officer.

Position Overview

The LAFCo Executive Officer is an at-will position and is hired by and serves at the discretion of the Commissioner through an employment agreement. The Executive Officer is responsible for administering the day-to-day business of the Commission including supervision of staff, providing guidance and advice to cities, special districts, and potential applicants, reviewing and analyzing all proposals in accordance with State law and local policy, and developing recommendations for Commission action. Policy direction is received from the Commission.

Position Requirements

- Graduation from an accredited college or university with a Bachelor's Degree that is acceptable within the United States' accredited college or university system.

- Four (4) years of full-time, paid work experience in a management level position with a City, County, special district, or other with LAFCo experience.
- Any combination of experience and/or education acceptable to LAFCo may be substituted for the above education/experience (local land use experience highly desirable).
- Valid California Driver License is required.

Specific Duties

- Prepare the reports and agenda materials for the monthly Commission hearings.
- Prepare and administer an annual budget.
- Administer contracts and agreements between the Commission and various vendors.
- Write and oversee the writing of analytical reports, prepare recommendations for Commission action, and make presentations.
- Engage Fresno County departments, cities and special districts, other state and local governments, community groups and various stakeholders, and elected officials in the course of advancing Commission policies and practices.
- Oversee the work of LAFCo staff, ensuring prompt attention to office administration, assigning staff to work on projects and evaluating their progress on such work, perform annual performance evaluations, take action on personnel matters related to hiring, termination, and performance evaluations.

Challenges/Objectives

- Oversee the updates of the spheres of influence and municipal service reviews for 117 special districts and 15 cities.
- Guide cities' annexation plans to create orderly, logical, and efficient boundaries.
- Work in partnership with the City of Fresno and Fresno County to resolve historic irregular boundaries and service inefficiencies.
- Educate the public and provide workshop opportunities to promote the goals of LAFCo.
- Support and participate in various activities of the California Association of Local Agency Formation Commissions (CALAFCO).
- Administer and update the Fresno LAFCo Policy Manual, Employee Handbook, and Financial and Accounting Procedures.
- Manage and administer LAFCo as an independent public agency.

Required Attributes and Personal Characteristics

- Strong analytical, organizational, and management skills

- Effective communication skills including the ability to make clear and concise verbal presentations.
- Ability to take initiative, be imaginative, and follow through on job assignments.
- Highest degree of maturity, integrity, and judgment.
- Ability to establish and maintain effective interpersonal relations.
- Ability to work with the Commission, legal counsel, and consultants as required.

Community

Located in the heart of California, Fresno County has an unmatched diversity of natural beauty and recreational opportunities, not to mention its proximity to three national parks, national forests and wilderness areas. In addition to country farm trails featuring the bountiful harvest of the nation's #1 agricultural county, majestic lakes and rivers, and awe-inspiring foothills and mountain ranges, Fresno County offers a wide variety of unique entertainment opportunities in the Fresno metropolitan area, featuring California's fifth largest city. From the cultural diversity displayed in area museums, restaurants, and festivals, to the recreation opportunities in the region's many lakes, rivers, foothills, and mountains - Fresno County has it all!

Fresno County also offers a wide selection of housing ranging from metro, suburban, rural, and mountain/foothill locations with commute time from the outlying areas being accessible and convenient. Fresno is home to nationally recognized collegiate and semi-pro sporting events; the site of a California State University campus, as well as a number of other colleges and universities; and location of several school districts with award winning schools as denoted by the "California Distinguished School" award. Please visit www.gofresnocounty.com to learn more about what Fresno County has to offer.

Benefits Package

The LAFCo Executive Officer will receive an excellent benefits package including:

- 401(a) money purchase plan through MissionSquare (formerly ICMA-RC) with LAFCo contributing 10% of salary annually
- Health Insurance through the San Joaquin Valley Insurance Authority
- Life insurance
- Disability Insurance
- 457 Deferred Compensation Plan
- Paid holidays
- Paid vacation
- Paid sick leave
- State Disability Insurance
- Auto allowance to be negotiated

Application submittal

Interested individuals should submit the following by 4:00 p.m., DATE (postmarks are not accepted):

- A completed Fresno LAFCo Application (available at www.fresnolafco.org)
- A current comprehensive resume
- Three professional letters of recommendation
- Responses to Supplemental Questions

Submit application materials to:
Executive Officer Recruitment
Attn: David E. Fey, E
2607 Fresno Street, Suite B
Fresno, CA 93721

Selection Process

A Qualifications Appraisal Panel will evaluate candidates' professional qualifications education, and letters of recommendation. Top candidates will be selected for further review including interviewed and an oral exam will be scheduled. An extensive background and reference check process may be conducted on the top candidate(s) including a credit check.

Supplemental Questions

Please limit all answers to supplemental questions to no more than one page each. The following questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions, along with your employment application and resume, will be evaluated to determine if you will be considered further.

1. Describe your professional experience as it relates to the following: urban planning, CEQA, organization of local government, LAFCOs, local government finance, growth management, agricultural land preservation, the Williamson Act, and special districts. (Include the size and location of agencies and your level of involvement.)
2. Describe your experience interacting with each of the following (including making presentations): State and city governments; boards; commissions; elected officials; community groups; and special districts.
3. Describe your leadership style and experience (including project management) through specific examples.

Application Materials

Available on the Fresno LAFCo website: www.fresnolafco.org. For additional information, email LAFCo Executive Officer David Fey at dfey@fresnocountyca.gov.

Prospective applicants are encouraged to visit www.fresnolafco.org and www.calafco.org for information about the history, objectives, composition, responsibilities, authority, and public involvement of California LAFCOs.

Equal Opportunity Employer