

THE LOCAL AGENCY FORMATION
COMMISSION OF SANTA CRUZ
COUNTY INVITES APPLICATIONS FOR
EXECUTIVE OFFICER



APPLICATION DEADLINE:
NOVEMBER 5, 2018

LOCAL AGENCY FORMATION
COMMISSION OF SANTA CRUZ COUNTY
701 OCEAN STREET
ROOM 318-D
SANTA CRUZ, CA 95060
(831) 454-2055
www.santacruzlafco.org



THE POSITION

Under general supervision of the Commission of seven Commissioners and four Alternates, the Executive Officer is an at-will employee who performs the Commission's administrative and advisory services; supervises the daily activities of the Commission staff; and acts as a liaison between the Commission and governmental agencies and the public. Established in each County by State law, Santa Cruz LAFCO operates independently from the Cities, the County, and the State government to regulate the boundaries and service areas of the 4 cities and 23 independent districts, and 54 dependent districts in Santa Cruz County. The Commission also prepares service reviews, spheres of influence, and other studies to analyze options for improving the efficiency of local governmental agencies.

In performance of the job, the Executive Officer typically:

- Evaluates information on administrative and policy matters and advises the Commission on recommended actions;
- Conducts studies on governmental reorganization;
- Complies with all legal requirements relating to the Commission's hearings;
- Staffs advisory committees to the Commission;
- Prepares correspondence and supervises the maintenance of the Commission's files;
- Attends all Commission meetings, and City Council, County Board of Supervisors, and Special District Board meetings as necessary;
- Performs as liaison officer between the Commission and cities, special districts, the County, State institutions, and the public;
- Prepares the annual budget for the Commission;
- Supervises the Commission's small staff;
- Reviews proposed local and State legislation and appears at legislative hearings to represent the position of the Commission.
- Performs other unique tasks as assigned by the Commission.

THE QUALIFICATIONS

Santa Cruz LAFCO is dynamic and respected in California for the complex public policy issues that it tackles. The Executive Officer position is an excellent opportunity for an individual who enjoys working with the Commissioners, local governmental managers, and the local community to develop innovative solutions to public policy and public service issues.

The ideal candidate will have:

- An academic degree in urban and regional planning, public administration and finance, or related fields.
- Four years of professional land use planning or public administration work, including supervisory experience, that demonstrates the ability to perform the duties of the position.
- A successful record of working in a policy position for an elected or appointed board of a public agency.
- Strong political acumen and interpersonal skills.
- A detailed knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act and the California Environmental Quality Act.
- Experience in processing annexation and other boundary change applications.
- Knowledge of local government budgets and analytical tools.
- Possession of a California driver's license or willingness to provide suitable transportation.

The Commission will consider applications from candidates who don't meet all the criteria for the ideal candidate. However, the successful candidate is expected to have detailed knowledge and experience with the Cortese-Knox-Hertzberg Local Government Act and the California Environmental Quality Act.

THE COMMUNITY

Santa Cruz County has a population of approximately 270,000 residents and a land area of approximately 440 square miles. It is located on the northern shore of Monterey Bay. The local landscapes are redwood forests, beaches, and productive farmland. Cultural and recreational opportunities are plentiful. In 2017, the National Geographic/Gallup Index ranked the Santa Cruz/ Watsonville area as being the second happiest urban area in the United States.

Like most of coastal California, Santa Cruz has high housing costs. People who live here tend to value the high quality of life as a tradeoff to the housing prices. Before applying, all potential candidates are encouraged to evaluate their personal circumstances and only apply if they are confident that can find acceptable housing.

June 2018 Median Housing Costs

For Sale 3-bed. House	For Sale Condos	Rental 2-bed.	Rental 3-bed.
\$999,000	\$603,000	\$3,000/month	\$3,800/month

SALARY

The salary range is \$135,000 to \$162,000. Within the range, the starting salary will be based upon experience and qualifications.

BENEFITS

Santa Cruz LAFCO provides a benefit package that includes:

- CalPERS pension consistent with the Public Employees' Pension Reform Act.
- Social security.
- Medical insurance through CalPERS, employees pay part of the cost.
- Dental and vision insurance through Santa Cruz County.
- \$100,000 life insurance coverage, and long-term disability insurance.
- Vacation leave, starting at 3.2 weeks per year.
- Sick leave, 6 days per year.
- Administrative leave of 2 weeks per year, which can be taken in time off or cashed out.
- A 457 Deferred Compensation account is available through CalPERS.

TO APPLY

To apply, email a cover letter, a resume, and responses to the supplemental questions, so that they are received no later than 4:00 p.m. on Monday, November 5, 2018 to Patrick McCormick, pat@santacruzlafco.org. To inquire about the job, please contact Mr. McCormick via email or phone (831) 454-2055.

TENTATIVE SCHEDULE

Filing Deadline November 5, 2018
Screening of Applications... November 18, 2018
Interviews December 13-14, 2018

After the interview process, the appointment will be made by a vote of the full Commission at a noticed public meeting.

SUPPLEMENTAL QUESTIONS

Please respond to the following questions using no more than a few paragraphs per question.

1. Budget Analysis/Operational Efficiencies

Please describe the most complex governmental budget analysis that you have conducted.

2. Planning

Please describe your experience in urban planning.

3. CEQA

Please describe your experience and most complex project in reviewing a project in accordance with the California Environmental Quality Act.

4. LAFCO Applications

Please describe the most complex LAFCO sphere or influence or boundary change proposal that you have prepared or analyzed.

5. Intergovernmental Relations

Please describe your experience interacting with state and city governments, boards, commissions, elected officials, special districts, community groups, and the public.

CERTIFICATE OF APPLICANT

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I understand that any misstatement or omission of material fact on this application will cause forfeiture on my part of employment with LAFCO of Santa Cruz County, and if employed, I will be terminated. I further agree to be fingerprinted, to submit to a complete medical examination by a County physician and to furnish such proof of age and citizenship as may be required.

Signature

Printed Name

Date