

Local Agency Formation Commission of Santa Cruz County

Are you interested in local government?

Are you passionate about public service?

Santa Cruz LAFCO invites you to apply for the
position of:

Commission Clerk

Santa Cruz LAFCO provides oversight over local governments to make Santa Cruz County a great place to live and work by balancing the preservation of agriculture and open space with the provision of sustainable municipal services and ensuring the orderly growth of local agencies including cities, special districts, and county service areas.

Apply Today:

701 Ocean Street, Room 318-D,
Santa Cruz CA 95060

www.santacruzlafco.org

(831) 454-2055



Application Deadline: June 30, 2020

WHAT IS LAFCO?

The Local Agency Formation Commission, better known as LAFCO, was 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, 23 independent districts, and 55 dependent districts in Santa Cruz County. The Commission, an 11-member board representing local agencies throughout the county, provides guidance to LAFCO staff in conducting service reviews, spheres of influence updates, and other studies to analyze options for improving the delivery of municipal services, such as water, sewer, and fire protection.

THE POSITION

Under general direction, Commission Clerk provides a full range of administrative and secretarial services to Santa Cruz LAFCO involving a variety of matters that are complex and technical. Other roles include planning, organizing and managing office activities, and performing other related duties as required. This “at will” position is appointed by and serves at the pleasure of the LAFCO Executive Officer and the Commission.

Typical Tasks include:

- Assemble LAFCO meeting agenda packets and notices of meetings; record LAFCO meetings and prepare resulting documents including minutes and resolutions;
- Develop, maintain and update LAFCO files and records systems for tracking applications, project activities, contracts, and other records;
- Requisition supplies and services and maintain records of expenditures;
- Prepare and proof correspondence, memoranda and other written materials;
- Track correspondence, filings, and materials with deadlines and expiration dates;
- Handle a wide variety of correspondence which requires knowledge of policies and procedures and research skills;
- Answer and screen telephone calls and visitors; and
- Serve as liaison between the Executive Officer, officials and staff, and the public and interact with Commissioners.

THE QUALIFICATIONS

The Commission Clerk performs a wide variety of administrative and secretarial duties for Santa Cruz LAFCO, and reports to the LAFCO Executive Officer. The position requires a high degree of judgment, tact and discretion. This position is distinguished by the level of independence exercised by the Commission Clerk in maximizing the effective use of the Executive Officer’s time by screening calls and mail, coordinating office and clerical functions and relieving the Executive Officer of administrative detail.

The ideal candidate will:

- Possess strong interpersonal and public relations skills;
- Exercise discretion, good judgement and integrity in representing LAFCO;
- 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); and
- Possess experience or understanding of local government, including LAFCO's role and responsibilities.

Minimum Qualifications include:

- Equivalent to graduation from a four-year college with an emphasis in administration, business or other related fields;
- Possession of a valid California Driver's License; and
- Three (3) years' experience related to the essential functions, knowledge and skills in administration. Up to four years of college may be substituted for three years of experience. Experience in working in a local government environment, including serving a clerk to a board or commission, would be highly desirable.

SALARY & BENEFITS

The salary range is \$55,000 to \$75,000. Within the range, the starting salary will be based upon experience and qualifications.

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;
- \$50,000 life insurance coverage, and long-term disability insurance;
- Vacation & Sick Time Leave; and
- 457 Deferred Compensation account is available through CalPERS.

TO APPLY

To apply, email a cover letter and a resume so that they are received no later than **4:00 p.m. on Tuesday, June 30, 2020** to Joe A. Serrano, joe@santacruzlafco.org. To inquire about the job, please contact Mr. Serrano via email or phone (831) 454-2055.

Tentative Schedule	
Application Deadline Begins	April 6, 2020
Application Deadline Ends	June 30, 2020
Screening of Applications	July 2020
Interviews	August – September 2020

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