

FRESNO LOCAL AGENCY FORMATION COMMISSION EXECUTIVE OFFICER

Position Description

Administers Fresno LAFCo business and related functions and conducts special studies as directed by the Commission as per state law and LAFCo adopted policies.

Distinguishing Characteristics

The LAFCo Executive Officer is responsible for conducting the day-to-day business of the Fresno Local Agency Formation Commission (LAFCo). LAFCo is a state mandated commission, which is charged with the responsibility to insure orderly growth of cities and districts and to discourage the creation of islands, peninsulas, and other irregular city and district boundaries. The Commission is also charged with preserving prime agricultural lands. LAFCo functions as an independent public agency in accordance with the Cortese-Knox-Hertzberg Local Government Act of 2000.

The LAFCo Executive Officer reports directly to the Commission and is responsible for reviewing and analyzing all proposals in conjunction with Commission policies and state law requirements. The Executive Officer is also responsible for conducting monthly public hearings. The incumbent coordinates activities with County departments, state and city governments, special districts, and community groups. The Executive Officer may be called upon to speak to and educate special interest groups such as the Fresno County Grand Jury, service clubs, and neighborhood groups. Also, special workshops may be conducted on such topics as agricultural preservation, municipal service reviews, and sphere of influence program updates.

The LAFCo Executive Officer must be strong in oral and written communication skills, initiative and imagination, and timely accomplishment of job assignments. Because of the sensitive nature of relationships and assignments, the incumbent is expected to be able to relate well with various groups of people, use good judgment, demonstrate initiative, and maintain a high-level of maturity.

Samples of Duties

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

1. Administers the day-to-day operations of the Local Agency Formation Commission.
2. Reviews and analyzes all proposals submitted to Fresno LAFCo according to Commission *Policies Manual*.
3. Prepares reports and recommendations pertaining to each proposal.
4. Conducts public hearings and issues Certificates of Completion for all approved projects.

5. Prepares Commission resolutions reflecting Commission actions.
6. Evaluates projects in accordance with the California Environmental Quality Act (CEQA) requirements and recommends appropriate findings.
7. Translates policies and actions of the Commission to local agencies and acts as a liaison with County departments, state and local governments, special districts, and community groups.
8. Prepares budgets and administers contracts and agreements for the Commission.
9. Guides the preparation of municipal service reviews for special districts and cities as required by state law and prepares sphere of influence updates for said districts and cities at least once each five years or as necessary.
10. Prepares special studies or research as directed by the Commission.
11. Supervises LAFCo staff and makes staff assignments. Holds regular staff meetings to discuss agendas and proposals and provide general agency direction.
12. Supports a “team approach” to problem solving and seeks input/communication from staff members in creating a greater sense of agency unity and promoting personal and agency growth.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university with a bachelor’s degree that is acceptable within the United States’ accredited college or university system.

Experience: 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.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License: Possession of a valid Class “C” California Driver’s License may be required.

Adopted June 12, 2019