



Clerk Analyst Recruitment

The San Luis Obispo Local Agency Formation Commission is seeking a qualified candidate for the Clerk Analyst position. This is a fulltime position with a comprehensive benefit package. Applications are due MAY 20, 2022. Read for further details or visit www.slolafco.com.

ABOUT US

San Luis Obispo LAFCO is a local government agency that ensures development occurs in a practical and logical manner while balancing the preservation of agriculture and open space with the provision of sustainable services.

LAFCO was established in each county by State law in 1963. San Luis Obispo LAFCO operates independently from the Cities, the County, and the State government to regulate the boundaries and service areas of the 7 cities, 35 independent special districts, and 11 dependent districts (County Service Areas) in the County. The Commission is comprised of an 11-member board representing local agencies (Cities, County, and special districts) throughout the county. LAFCOs are responsible for, in part, establishing jurisdictional boundaries, spheres of influence, evaluating annexations, approving the formation of districts, activating or divesting district powers, and the incorporation of cities.

About the Position

This is a unique opportunity to have a meaningful contribution to the County of San Luis Obispo. The Clerk Analyst provides a full range of administrative and analyst services to LAFCO involving a variety of matters that are complex and technical, with particular emphasis regional planning and land use matters throughout the County of San Luis Obispo. The Clerk Analyst will primarily serve as Commission Clerk, as well as an office administrator, and LAFCO analyst. The Commission Clerk component will be responsible key aspects to making sure our Commissioners have all they need to perform their functions as a decision maker, as well as operate and run all logistics for conducting public hearings. The office administrator aspect of the job will ensure that all critical functions are being completed, including but not limited to billing, invoicing, and payroll. The Analyst aspect of the job will include special research assignments and assisting with proposal application processing and Municipal Service Reviews. This “at will” position is appointed by and serves at the preference of the LAFCO Executive Officer.

Typical Tasks include:

- Work with the Executive Officer and LAFCO Analyst to process applications, Municipal Service Reviews, conduct research, and perform special research assignments;
- Work with the Executive Officer and LAFCO Analyst to assemble LAFCO meeting agenda packets and notices of meetings; record LAFCO meetings and prepare resulting documents;
- Serve as liaison between the Executive Officer and LAFCO Analyst, officials and staff, and the public and interact with Commissioners;
- Develop, maintain and update LAFCO files and records systems for tracking applications;
- Requisition supplies and services and maintain records of expenditures;
- Prepare and proof correspondence, memoranda and other written materials;
- Track correspondence, LAFCO filings, and materials with deadlines and expiration dates;
- Handle a wide variety of correspondence which requires knowledge of policies and procedures;
- Answer and screen telephone calls and visitors, maintain email lists.

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Qualifications

The Clerk Analyst performs a wide variety of critical responsibilities and reports directly to the LAFCO Executive Officer and LAFCO Analyst. The position requires a high degree of judgment and political acumen, as well as an ability to work independently. This position is distinguished by a high level of independence.

The ideal candidate will:

- Possess strong interpersonal and public relations skills, and have a high level of motivation;
- Exercise good judgement and integrity in representing LAFCO as a public agency
- 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), GIS skills are valued but not required;
- Possess experience or understanding of local government, including LAFCO's role and responsibilities;
- Understand the importance and role of being public employee.

Minimum Qualifications include:

- Equivalent to graduation from a four-year college with a degree in land use or regional planning, public administration, political science, business or other related fields. Years of relevant experience may be substituted for college on a case by case basis. **Important note:** if you do not have a four-year degree but will have one by the start date of the job, you may still apply for the position.
- Possession of a valid California Driver's License; and
- Experience in working in a local government environment would be highly desirable.

Salary and Benefits

The salary range is \$50,000 to \$65,000. Salary will be determined commensurate with experience and/or degree. LAFCO provides a benefit package that includes:

- Pension Retirement
- Medical insurance
- Dental and vision insurance
- Vacation and Sick Time Leave; and Social Security

To Apply

Please visit our website www.slolafco.com and look for the "Job Announcement" page. Please fill out the form and submit required documents.