

RECRUITMENT FOR LAFCO ANALYST/OFFICE MANAGER

The Shasta Local Agency Formation Commission (LAFCO) is seeking a skilled and motivated individual to serve as Analyst/Office Manager. The Analyst/Office Manager is responsible for the performance of specialized duties and obligations assigned to the position by LAFCO policy and state law. The LAFCO Analyst will report directly to the LAFCO Executive Officer and will assist in the management and administration of the Local Agency Formation Commission (LAFCO) program and serve as a specialist to conduct special studies and manage the LAFCO office.

The Local Agency Formation Commission (LAFCO) is an independent agency with countywide jurisdiction established by state law (Cortese-Knox-Hertzberg Act) to encourage orderly growth. The main goals of LAFCO are to preserve agricultural and open space lands, prevent sprawl and ensure efficient delivery of services through orderly and logical formations of local agency boundaries.

This is a part-time, hourly position with the potential to grow into a full-time salaried position. The hourly wage range is \$18-26/hour, depending on qualifications. Benefits are not provided due to the part-time nature of the position. The hours required are Monday-Thursday, from 9-12 and 1-4 each day. Occasional extra hours may be required.

Typical Tasks

The LAFCO Analyst/Office Manager will:

- Provide information to the public, officials and co-workers in a manner that requires the use of independent judgment, compliance with laws and interpretation of policies, rules and procedures.
- Administer techniques including the principles of organization, accounting, budget and organizational analysis.
- Use analytical techniques and information gathering processes to obtain required information and data for project analysis and reporting.
- Independently organize work, set priorities, coordinate multiple concurrent assignments and meet critical deadlines.
- Prepare long and short-term administrative reports, which require statistical research, basic accounting, budget, organizational, legislative analysis and clear, concise writing.
- Prepare legally correct and accurate records and files.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use standard office equipment including computer programs such as Word, Excel, PowerPoint, QuickBooks, Publisher, Adobe Writer, etc.
- Serve as the Clerk to the Commission, recording Commission meetings and preparing the written minutes
- Review and analyze proposals, make recommendations and prepare staff reports

Ideal Candidate

Candidates must possess the following education and experience:

- Four or more years of professional or para-professional experience in a responsible support position. Experience in a public agency is desirable.
- Associate's or Bachelor's Degree or equivalent is highly desirable, with course work in accounting, business, public administration, or a related field.
- A valid California Driver's License is required.

Abilities

Candidates should have the ability to balance multiple priorities, to understand, interpret and apply laws, rules and policies, to communicate effectively both in writing and orally, to think analytically, to develop consensus among and work well with a wide variety of people including elected officials, community groups, agencies, private organizations and the public.

Application

To apply, please submit a letter of interest, a current resume and three professional references by **1/19/11** at 3:00 pm to: LAFCO Executive Officer, Re: Analyst Position, 2516 Goodwater Avenue, Suite A, Redding, CA 96002. First interviews will be conducted the week of January 31st for candidates who meet the screening requirements.

For additional information contact Amy Mickelson at (530) 228-2129 or exec@shasta.lafco.ca.gov

SHASTA LAFCO

Report to the Shasta Local Agency Formation Commission

From: Amy K. Mickelson, Executive Officer _____

Meeting Date: January 13, 2011
Agenda Item #: 8b
Subject: Naming of the Final Interview Committee (*Action*)

Background and Discussion

The Executive Officer is clearly charged with hiring for the Analyst position, however, she would appreciate having two Commissioners take part in the final interview process, once the candidate field has been narrowed down to the finalists. This would likely be scheduled on one day, with back-to-back interview slots for the final candidates. These interviews will likely take place during the second week of February.

Conclusions and Recommendations

The Chair will call for volunteers and/or appoint two members to the Final Interview Committee.