

Placer County is seeking to fill the position of

# LOCAL AGENCY FORMATION COMMISSION EXECUTIVE OFFICER





## THE OPPORTUNITY

Placer Local Agency Formation Commission (LAFCO) is seeking a dynamic leader to serve as the Executive Officer. The Executive Officer plans, organizes, directs, manages, and reviews the activities of LAFCO as mandated by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, with a heavy focus on LAFCO requirements and procedures, office administration including budget preparation and managing the work of consultants.

## PLACER COUNTY

Placer County represents a growing and prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from a developed educational, safety, and healthcare infrastructure, in addition to a wide variety of recreational opportunities. Outdoor recreation activities in Placer County are abundant all year round, including hiking, biking, horseback riding, rafting on rivers, snowshoeing and skiing, as well as field and team sports, golfing, etc.

Placer County is consistently ranked first in quality of life and in the top two of the healthiest counties in California. Placer County has top-rated schools, exceptional outdoor recreation opportunities and scenic open spaces. Placer County is home to amazing artisans, award winning wines and agriculture and has a strong heritage as the home of California's Gold Country. Located 80 miles northeast of San Francisco, Placer County encompasses 1,506 square miles, and spanning to world-renowned Lake Tahoe. The total population is approximately 369,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. It is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba Counties to the west. Placer County is part of the Sacramento Area Council of Governments. The main government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital.

In addition to the incorporated cities, Placer County has 38 independent special districts subject to oversight by Placer LAFCO. Placer LAFCO is somewhat unique in that it has a large number of multi county districts which requires coordination with surrounding LAFCOs. A large variety of proposals may be processed by Placer LAFCO. Recent proposals range from minor proposals to annexations involving thousands of acres, including large scale annexations into cities, a city incorporation effort, district formation, consolidations and numerous other proposals.

## ORGANIZATION STRUCTURE

Placer Local Agency Formation Commission, or Placer LAFCO, is a state mandated independent regulatory body whose role is to encourage the orderly formation of local governmental agencies, preserve agricultural and open space resources, and discourage urban sprawl through the review of city and special district boundary changes and the extension of the services they provide. Specifically, Placer LAFCO has jurisdiction within Placer County over proposed special district and city annexations and detachments, district formations and dissolutions, consolidations and mergers, city incorporations and disincorporations and the formation of subsidiary districts. Each county in California has its own LAFCO. Placer LAFCO has a seven member commission appointed pursuant to Government Code Section 56325.

Placer LAFCO is also required to facilitate planning for the extension of services by local agencies through the adoption and periodic review of spheres of influence for each local agency. As a part of these periodic sphere reviews, Placer LAFCO is required to oversee the preparation of geographically-based municipal services studies. Placer LAFCO has also been granted the authority to make special studies related to any local government issues.

Placer LAFCO is empowered to have a budget and expend funds. It is required to adopt rules and procedures to assure fair hearings and to develop policies and standards for the evaluation of proposals. Placer LAFCO is funded by state-required proportional funding allocations from the County, cities and independent special districts within the County.

## DISTINGUISHING CHARACTERISTICS

Typical responsibilities for this position will include the following:

- Assist the Commission in the development of goals, policies and the annual work plan.
- Manage consultants and administer contracts for services.
- Plan, organize and direct LAFCO activities including development and preparation of the Commission meeting agenda and staff reports. Research, analyze and evaluate data and information such as population, land use, transportation and availability of public services in consideration of jurisdictional boundary changes.
- Meet with interested parties and agencies to resolve technical, policy, philosophical and political concerns.
- Prepare and present reports, including alternatives and recommendations, to LAFCO regarding requests for incorporation, annexation, detachment or consolidation.
- Develop and implement unit goals, objectives, policies and procedures.
- Confer with LAFCO counsel and advise LAFCO on a regular and ongoing basis regarding legal questions pertaining to its powers, duties, functions and obligations.
- Attend meetings of the Commission.
- Prepare the LAFCO budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel as needed, provide or coordinate staff training, conduct performance evaluations and coordinate the annual evaluation of the Executive Officer by the Commission.
- Develop orientation programs for new members of the Commission.
- Hold conducting authority proceedings as directed by the Commission.

- Complete the requirements under Government Code Section 56332 pertaining to the appointment of special district representatives and maintain a master calendar for the appointment of all LAFCO representatives.
- Build and maintain positive working relationships with neighboring LAFCOs, elected officials and staff of all local governmental agencies, and the public and CALAFCO, using principles of good customer service.
- Attend all Commission meetings and represent the Commission before various public and private policy making boards and agencies; participate in outside community and professional groups and committees; provide technical assistance as necessary and prepare administrative reports, especially with regard to preparation of applicant proposals.

## THE IDEAL CANDIDATE

### Experience and Education

The best qualified candidates will possess seven years of increasingly responsible experience in a LAFCO agency or the long range planning division of a city or county or other public agency, including three years of management responsibility.

Candidates will also need to possess a Bachelors' degree from an accredited college or university with major course work in public administration, planning, or a related field.

### Compensation and Benefits

The Executive Officer reports directly to and serves at the pleasure of the Commission but is employed by Placer County and receives salary and benefits as an employee of Placer County consistent with the Memorandum of Understanding between LAFCO and the County. The annual salary range for this position is \$112,507 – \$140,504\* (starting salary contingent on qualifications and experience). In addition, the County offers an attractive benefits package including:

- Annual Leave: The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen paid holidays per year and accrue 10 – 25 days of vacation annually based on years of service.

\*Currently under review.



- Cafeteria Plan: The County provides \$4,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account or a sponsored 401(k) plan.
- Health, Dental and Vision Insurance: Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.
- Life Insurance: The County provides a double indemnity life insurance policy of \$50,000 and an accidental death policy of \$10,000.
- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).



## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a resume and an application via the Placer County website <http://www.placer.ca.gov/jobs> by May 7th at 5PM. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including fingerprint clearance.

*Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.*



## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

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Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation