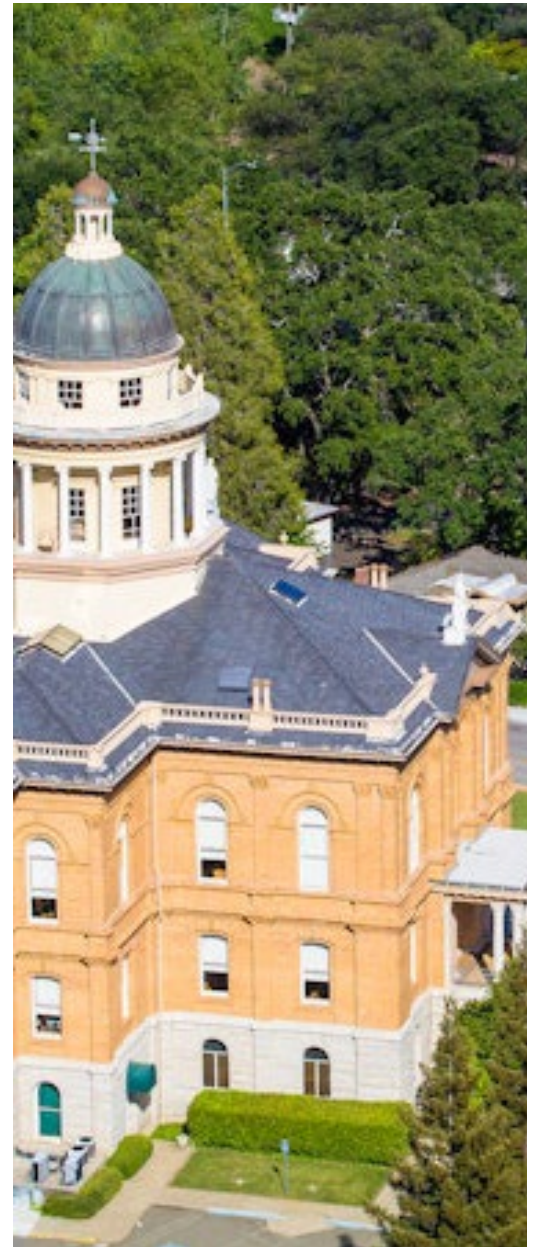


THE LOCAL AGENCY FORMATION
COMMISSION OF PLACER COUNTY
INVITES APPLICATIONS FOR
EXECUTIVE OFFICER



APPLICATION DEADLINE:
April 17, 2026

LOCAL AGENCY FORMATION
COMMISSION OF PLACER COUNTY
110 MAPLE STREET
AUBURN, CA 95603
(831) 454-2055
WWW.PLACERLAFCOCA.GOV



THE POSITION

Under the general direction of the Commission, the Executive Officer of the Placer Local Agency Formation Commission (LAFCO) is an at-will employee responsible for carrying out the Commission's administrative and advisory functions. The Executive Officer oversees the daily operations of the Commission, supervises staff, and serves as the primary liaison between the Commission, governmental agencies, and the public.

Established in each county under State law, a Local Agency Formation Commission operates independently from the County, cities, special districts, and the State to regulate the boundaries and service areas of the cities and independent special districts within the County. The Commission is also responsible for preparing municipal service reviews, spheres of influence, and other studies to evaluate opportunities to improve the efficiency and effectiveness of local governmental agencies. Presently there are six cities and 37 independent special districts in Placer County.

In performance of the job, the Executive Officer will:

- 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 the Commission regarding requests for incorporation, annexation, detachment or consolidation.
- Develop and implement goals, objectives, policies and procedures.
- Plan, organize and direct LAFCO activities including development and preparation of the Commission meeting agenda.
- Confer with and advise the Commission on a regular and ongoing basis regarding legal questions pertaining to its powers, duties, functions and obligations.
- Attend meetings of the Commission.
- Direct, oversee and participate in the development of the LAFCO work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- 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; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of LAFCO.

- Build and maintain positive working relationships with co-workers, elected officials and staff of all local governmental agencies and the public 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, especially with regard to preparation of applicant proposals.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, outside counsel and the public using principles of good customer service.
- Perform related duties as assigned.

THE QUALIFICATIONS

Placer LAFCO is dynamic and highly regarded commission known for addressing complex public policy and governance issues affecting local agencies and communities. The Executive Officer position offers an excellent opportunity for a professional who enjoys working with Commissioners, other local elected officials, governmental managers, and the public to develop thoughtful and innovative solutions to local government service and boundary issues.

The ideal candidate will possess the following qualifications:

- Equivalent to a bachelor's degree from an accredited college or university in business or public administration, urban or regional planning, or a closely related field.
- Five years of increasingly responsible experience in a public agency performing administrative analysis, financial analysis, or professional planning work, including at least two years supervisory responsibility.
- A successful record of working in a policy position supporting an elected or appointed governing board of a public agency.
- Strong political acumen and interpersonal skills, with the ability to build relationships and work collaboratively with public officials, staff, and stakeholders.
- A detailed knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act and the California Environmental Quality Act.
- Experience processing annexation and other jurisdictional boundary change applications.
- Knowledge of local government budgeting, financial analysis, and administrative systems.
- Possession of a California driver's license or willingness to provide suitable transportation.

The Commission will consider applications from candidates who may not meet every element of the ideal qualifications. However, the successful candidate is expected to have substantial knowledge and experience with the Cortese-Knox-Hertzberg Local Government Reorganization Act and the California Environmental Quality Act, or the ability to quickly demonstrate proficiency in these areas.

THE COMMUNITY

Placer County is home to approximately 430,000 residents and spans about 1,500 square miles, extending from the Sacramento Valley through the Sierra Nevada to the shores of Lake Tahoe. The county offers an exceptional diversity of landscapes from vibrant suburban communities and historic foothill towns to forested mountains, alpine lakes, and world-class recreation destinations.

Residents enjoy an outstanding quality of life with year-round access to hiking, skiing, boating, and a growing arts, dining, and cultural scene. The region's natural beauty, strong sense of community, and proximity to both Sacramento and Lake Tahoe make Placer County a highly desirable place to live and work.

Like many sought-after regions in California, housing costs in Placer County have increased in recent years. Prospective candidates are encouraged to consider housing options and availability as part of their relocation planning.

<u>March 2026 Median Housing Costs</u>			
For Sale 3-bed. House	For Sale Condos	Rental 2-bed.	Rental 3-bed.
\$770,000	\$570,000	\$2,900/month	\$3,500/month

SALARY

The salary range is \$172,910 to \$215,966. Within the range, the starting salary will be based upon experience and qualifications.

BENEFITS

The Executive Officer is a Placer County employee and participates in Placer County employee benefit programs that includes:

- CalPERS pension consistent with the Public Employees' Pension Reform Act.
- Social security.
- A choice of health insurance plans provided through CalPERS, with the County paying 80% of the selected plan's total premium.
- Dental and vision insurance paid by the County (dependent coverage is available at employee's expense).
- A \$5,000 cafeteria plan per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.
- \$750 per month to the Executive Officer for private vehicle usage.
- \$50,000 life insurance coverage, and an accidental policy of \$10,000.
- Vacation is accrued beginning at 10 days and increasing to a maximum of 25 days per year with 20 years of service.

- 12 paid days of sick leave.
- 100 hours of management leave to be used as time off or cashed out.
- Deferred Compensation: voluntary 401(k) and 457(b) plans are available through payroll deductions. The County will match one dollar for every two dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$5,000.
- Salary protection: qualifying employees, after a waiting period of ten (10) consecutive workdays, shall receive 80% of their regular pay up to a maximum of thirteen (13) pay periods to care for self or qualifying family members, or to bond with employee's newborn or newly adopted child or foster child.
- Retiree Medical: Employees receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit, including five years of Placer County or Placer LAFCO service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

TO APPLY

To apply, email a cover letter, a resume, and responses to the supplemental questions, so that they are received no later than 4:00 p.m. on April 17, 2026, to Joe Serrano, joe@santacruzlafco.org. To inquire about the position, please contact Mr. Serrano via email or phone at (831) 454-2055.

TENTATIVE SCHEDULE

Filing DeadlineApril 17, 2026
 Screening of Applications...April 20 – May 1, 2026
 Panel Interviews May 4 – May 15, 2026

Dates are subject to change based on application volume and scheduling.

Following the filing deadline, applications will be screened for minimum qualifications and overall fit. An interview panel will conduct first-round interviews and recommend one or more finalist candidates to the full Commission. The full Commission may conduct interviews of finalist candidate(s) in closed session. Following closed session deliberations, the Commission will publicly report any final action taken regarding the appointment in open session.

SUPPLEMENTAL QUESTIONS

Please respond to the following questions using no more than a few paragraphs per question. Responses must be included with the signed application.

1. Budget & Organizational Management

Describe your experience developing and managing a governmental budget. Include the size of the budget and funding sources, as well as your role in monitoring expenditures and ensuring fiscal accountability. Provide an example of how you have identified operational efficiencies, communicated budget challenges to a governing board, and implemented improvements.

2. Planning & Policy Judgment

Explain how your background in planning, public administration, or related fields has prepared you to interpret and apply complex land-use, governance, and service-delivery policies. Provide an example of a situation where you evaluated competing policy considerations and presented a recommendation to a governing body that required careful judgment and clear explanation to reach a defensible recommendation.

3. CEQA & Risk Management

Describe your experience with compliance under the California Environmental Quality Act (CEQA), including the most complex project or proposal you managed or reviewed. Explain your role in ensuring legal defensibility and how you communicated CEQA-related risks, requirements, or constraints to decision-makers and the public.

4. LAFCO or Equivalent Boundary/Service Review Experience

Describe your experience preparing or analyzing LAFCO proposals or similar boundary, service, governance, or interagency coordination projects. Highlight the most complex case you worked on and your role in navigating agency interests, resolving issues, or developing a path forward.

5. Intergovernmental & Stakeholder Relations

LAFCO decisions often involve multiple public agencies, elected officials, and community stakeholders with differing priorities and perspectives. Provide an example of a situation where you facilitated discussions among stakeholders with competing viewpoints. Describe how you maintained neutrality, ensured all perspectives were heard, and helped achieve a successful outcome.

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 Placer 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