

**Job Descriptions for  
Assistant Executive Officer and  
LAFCO Project Manager**

**Attachment 2**

	<p style="text-align: center;"><b>LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY JOB DESCRIPTION</b></p>
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ASSISTANT EXECUTIVE OFFICER

Salary Range:  
\$38.58 to \$49.33 per hour  
\$80,246 to \$102,606 per year

**THE JOB:**

The Local Agency Formation Commission (LAFCO) is an independent agency established by State law to regulate boundaries for cities and special districts, to plan the ultimate service areas for all local agencies, and provide for service reviews of agencies within San Bernardino County. Under the general direction of the Executive Officer, provide overall project management for state mandated programs of LAFCO as established by local policy and State law. LAFCO is mandated to encourage patterns of orderly growth and development and the logical formation and determination of local agencies' boundaries and service areas with appropriate consideration of preserving agricultural and open space lands within the County.

**DUTIES AND RESPONSIBILITIES:**

Provide overall project planning, analysis, proposal recommendations and management on routine jurisdictional changes, complex reorganizations, consolidations of special districts, mergers of districts with cities and LAFCO initiated consolidations, incorporation of cities and other changes to agencies as allowed in State law. In addition provide for overall administration and analysis of service reviews and sphere of influence updates. Provide supervision to administrative staff and oversight of day to day agency. Participates in the budget preparation process. Under direction of the Executive Officer provide direction to consulting teams on specific projects. Prepare analyses and present project reports with related recommendations to the Executive Officer and Local Agency Formation Commission on proposed jurisdictional changes. Participate in community outreach meetings with unincorporated communities, cities and/or special districts, and developers for the purpose of analyzing the fiscal, environmental and service effects of organizational changes.

**EDUCATION, EXPERIENCE, KNOWLEDGE:**

Bachelor's degree in Public Policy, Planning, Political Science or other related areas plus a minimum of six years' experience with LAFCO to include at least 3 years in an analyst position. Must have an understanding of urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government. Must have significant experience in handling jurisdictional consolidations, reorganizations and their resultant financing and tax issues.

Or a Master's degree in accounting, public or business administration, land use/urban planning, statistics or closely related field and a minimum of four years of administrative experience in which the primary duty was conducting a variety of analytical studies and writing narrative reports of findings in areas such as organizational operations, service delivery and/or fiscal analysis.

Expertise in Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and the California Environmental Quality Act, have an understanding of tax laws, public and private infrastructure systems, and financing techniques.

**SPECIFIC SKILLS:**

Requires strong analytical thinking and capability of solving complex, multi-layered issues. Must have excellent public speaking, oral and written skills as well as excellent political judgment. Must have excellent project management skills as well as experience with conflict resolution and mediation.

Position requires good computer skills, i.e., spreadsheets, word-processing, database and program management software. Knowledge of GIS and website application software highly desirable.

	<p style="text-align: center;"><b>LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY JOB DESCRIPTION</b></p> <p style="text-align: center;"><b>LAFCO PROJECT MANAGER</b> Salary Range: \$30.17 to \$38.58 per hour \$62,754 to \$80,246 per year</p>
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**THE JOB:**

The Local Agency Formation Commission (LAFCO) is an independent agency established by State law to regulate boundaries for cities and special districts, to plan the ultimate service areas for all local agencies, and provide for service reviews of agencies within San Bernardino County. Under the general supervision, provide project management for specific state mandated programs of LAFCO as established by local policy and State law. Perform detailed planning research, program development, design, and implementation strategies for specific projects and programs.

**DUTIES AND RESPONSIBILITIES:**

Develop, design and present alternative planning solutions and recommendations, including specific plans consistent with organizational goals, objectives, and priorities. Conduct planning, implementation, funding, and analytical projects and programs. Responsible for small projects, as well as oversee elements of larger and complex projects. Identify study needs; present issues and propose studies; develop work plans and scopes of work and provide project management. Facilitate the training and development of support staff. Provide technical and policy guidance to local jurisdictions and agencies; act as liaison with outside agencies, and public and private organizations. Develop and monitor forecasts, budgets, and financial plans for Commission programs and projects. Coordinate and disseminate information to various departments, agencies organizations and the public.

**EDUCATION, EXPERIENCE, KNOWLEDGE:**

Completed upper division college level coursework in accounting, public or business administration, land use/urban planning, statistics, or closely-related field, and a minimum of four years of administrative experience in which the primary duty was conducting a variety of analytical studies and writing narrative reports of findings in areas such as organizational operations, fiscal analysis, and service delivery. Or

Bachelor's degree in liberal arts or liberal science with course work at the upper division level in accounting, public or business administration, land use/urban planning, statistics or closely related field, and a minimum of two years of administrative experience in which the primary duty was conducting a variety of analytical studies and writing narrative reports of findings in areas such as organizational operations, fiscal analysis, and service delivery. Or a Master's degree in accounting, public or business administration, land use/urban planning, statistics or closely related field. No experience required.

Must be familiar with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and the California Environmental Quality Act, have an understanding of tax laws, public and private infrastructure systems, and financing techniques.

**SPECIFIC SKILLS:**

Position requires excellent research and organization skills plus strong analytical skills. Must have excellent oral, written and presentation skills. Position requires good computer skills, i.e., spreadsheets, word-processing, database and program management software. Knowledge of GIS and website application software highly desirable.