



LAFCO
for San Bernardino County

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

RECRUITMENT FOR

LAFCO Secretary
\$35,818 to \$45,739
\$17.22 to \$21.99

JOB SUMMARY:

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. The LAFCO Secretary works directly with the Clerk to the Commission/Office Manager in providing clerical support of the office.

DUTIES AND RESPONSIBILITIES:

The LAFCO Secretary provides clerical support for LAFCO and its staff. This position has primary responsibility for distribution of Commission agenda materials as well as major reports. This position is responsible for overall office reception, including greeting visitors, answering phones, and distributing mail. Provides overall administrative support in the areas of purchasing, equipment maintenance, and inventory control. The LAFCO Secretary is responsible for general file maintenance and response to general information inquiries. Works with the Clerk to the Commission to assure compliance with all notification requirements as set forth by statute. Assists other LAFCO staff members as needed.

EDUCATION, EXPERIENCE, KNOWLEDGE:

High School education or equivalent is required and at least five years of progressive experience in an administrative capacity. Must have significant experience in general office operations. Experience working in a local government environment highly desirable.

SPECIFIC SKILLS:

Must have ability to exercise independent judgment within agreed upon limitations. Must have good oral and written skills. Position requires good organizational and computer skills (word-processing, databases, spreadsheets, and organizational software).

Recruitment for this position will remain open until August 26, 2013. Submit your application by: e-mail to lafco@lafco.sbcounty.gov; by fax to (909) 383-9901; or by mail to San Bernardino LAFCO, 215 North D Street, Suite 204, San Bernardino, CA 92415-0490. For a copy of the LAFCO Application or for more information about LAFCO, please visit our website at www.sbclafco.org.