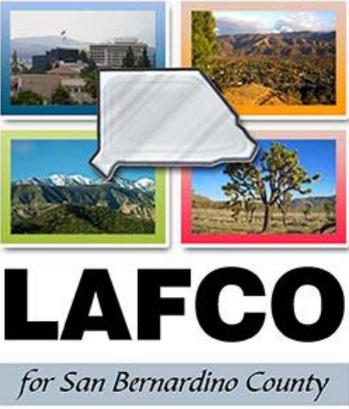


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|  <p>LAFCO <i>for San Bernardino County</i></p> | <p>LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY</p> <p>JOB OPENING</p> <p>CLERK TO THE COMMISSION/ OFFICE MANAGER \$45,448 to \$62,483</p> |
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The Local Agency Formation Commission for San Bernardino County invites applications for the position of Clerk to the Commission/Office Manager.

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 Clerk to the Commission works directly with the Executive Officer in managing the day-to-day internal and external management and communication needs of the office. In addition the position functions as the official “clerk” of the agency as defined by statute and is responsible for certain legally-mandated duties.

DUTIES AND RESPONSIBILITIES:

The Clerk to the Commission provides overall office administration and support for LAFCO. Primary responsibility for records maintenance, minute preparation and administrative correspondence, as well as editing and maintaining routine to complex agency correspondence and legal documents. This position is the “Clerk” to all public meetings (regular commission hearings, community meetings, and protest proceedings) of LAFCO and prepares draft minutes of meetings as well as draft legal documents for review by LAFCO Legal Counsel, Special Counsel and the Executive Officer. Collects, verifies, organizes and distributes information on the completion of actions taken by LAFCO. Interfaces with all staff on project status, legal requirements and completion. Works with LAFCO staff to assure quality control of written products. Monitors and reconciles payments and receipts of the Commission. Handles payroll and position control process. Makes appointments, travel arrangements for staff and Commission members. Handles details of a highly confidential and critical nature. Provides supervision of Administrative Assistant position.

EDUCATION, EXPERIENCE, KNOWLEDGE:

AA degree or equivalent coursework in office administration, public administration or related field, or a combination of high school education plus office/clerk experience. A minimum of five years of relevant secretarial and office management experience is required. Experience at a LAFCO, city, county, special district or other public agency is highly desirable but not required.

SPECIFIC SKILLS:

Strong organizational skills and careful attention to detail required. Must possess excellent communication skills and must be able to multi-task and set priorities with minimal supervision. Requires an understanding of public office operations, policies and procedures and excellent computer skills (word-processing, databases, spreadsheets, etc.).

BENEFITS:

The salary schedule ranges from \$45,448 to \$62,483. The position offers generous sick leave and vacation leave provisions, paid holidays, a 9/80 work schedule, a choice of health plans, dental, disability, and other benefits. The Local Agency Formation Commission for San Bernardino County is a member of the San Bernardino County Employees' Retirement Association (SBCERA) which provides retirement benefits for all LAFCO employees.

SUBMISSION REQUIREMENTS:

Interested candidates must submit a resume AND a cover letter. The resumes/cover letters will be screened to identify qualified candidates. It is imperative that the candidate's resume and cover letter clearly and specifically identify the experience, education, training and other skills which meet the requirements of the Clerk to the Commission/Office Manager position. Only the most successful candidates will be invited to participate in the interview round of this recruitment.

Resumes and cover letters must be submitted to Bob Aldrich, Principal, Aldrich and Associates, at aldrichandassociates@yahoo.com by **no later than 5:00 P.M. November 14, 2016.**

All questions concerning this recruitment process should be directed to Mr. Aldrich at the email address listed above.