



THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO
COUNTY INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE OFFICER

POSITION HIGHLIGHTS

- Unique opportunity to develop “big picture” solutions to challenging municipal service delivery issues
- Help provide regional leadership among San Bernardino County’s cities and special districts
- Ideal for creative problem solver looking to make a significant impact in local government
- Annual salary range is \$162,448 to \$223,849
- Comprehensive benefits package
- 9/80 work schedule

San Bernardino County

The Local Agency Formation Commission for San Bernardino County (LAFCO) serves San Bernardino County, the largest county in the continental United States covering over 20,000 square miles (enough to encompass the states of Connecticut, Delaware, Rhode Island and Vermont). San Bernardino County’s diverse geography and extensive natural resources, and its proximity to major economic and population centers, provide unique opportunities for varied industry sectors to thrive, including commerce, education, tourism and recreation.

San Bernardino County is bordered by Inyo County to the north; Orange, Los Angeles and Kern Counties to the west; Riverside County to the south; and the State of Arizona to the west. Featuring the natural beauty of the San Bernardino Mountains and the Mojave Desert, the County is the leading recreational area for Southern California. From Joshua

Tree National Park and the Mojave National Preserve with their stunning natural features and endless hiking and rock climbing opportunities to the mountain resort areas of Lake Arrowhead, Big Bear, Crestline and other nearby mountain communities, San Bernardino County offers something for everyone.

The Organization

The Local Agency Formation Commission (LAFCO) is an independent agency established by State law to regulate boundaries for cities and special districts, plan the ultimate service areas for all local agencies, and conduct service reviews of agencies within San Bernardino County. San Bernardino LAFCO draws its regulatory and planning powers from the State Legislature, with directives to encourage orderly growth, promote logical agency boundaries, discourage urban sprawl, and preserve open space and prime agricultural lands. There are presently 24 cities and 51 independent special districts under San Bernardino LAFCO's oversight.

The approved Fiscal Year 2017-18 budget is \$1.99 million. The LAFCO Executive Officer reports to an 11-member Commission (7 voting members and 4 alternate members) composed primarily of elected officials representing the County of San Bernardino, cities in San Bernardino County, and independent special districts in San Bernardino County. In addition to the Executive Officer, there are five full-time LAFCO employees which report to the Executive Officer.

In July 2017, the San Bernardino LAFCO office was relocated to the historic San Bernardino Train Depot/Harvey House in downtown San Bernardino. Originally built in 1918 and recently restored, the Depot offers convenient access to both Amtrak and Metro link commuter trains.

The Executive Officer Position

The Executive Officer is a full time, at-will employee directly appointed by the Commission. The Executive Officer provides overall management and direction for State-mandated programs as established by Commission policy and State law. The Executive Officer provides leadership, strategic planning and management to LAFCO and represents the San Bernardino County LAFCO to state, regional and local agencies. The Executive Officer also represents the positions and strategies of the Commission to community groups and is responsible for administering and supervising the day-to-day activities, finances, personnel and other duties and responsibilities of the Commission and its staff.

The Commission is seeking a proven leader with outstanding oral and communication skills, excellent judgment, a strong work ethic, and a proven management, budgetary and supervisory track record. Key responsibilities of the Executive Officer include:

- Prioritizing and managing the preparation of special studies relating to efficient delivery of public services, local control and accountability.

- Assisting in the resolution of boundary disputes among government agencies and/or community groups.
- Providing research of broad public policy issues dealing with development patterns of the cities and unincorporated areas of San Bernardino County.
- Developing and monitoring spheres of influence which define the ultimate service boundary for each city and special district within San Bernardino County.
- Providing fiscal oversight, budget preparation and management of human resources and staff development.
- Tracking and analyzing legislative actions impacting local public agencies within San Bernardino County.
- Representing LAFCO in community meetings with unincorporated communities, cities and/or special districts for the purpose of analyzing the fiscal, environmental and service effects of a change of organization or evaluation of the service providers in a service review.

Specific skills, knowledge, abilities and competencies of the successful Executive Officer include:

- *Strategic Planning*: Manage time, prioritize, plan and organize effectively.
- *Composure*: Maintain control, even under ambiguous and/or stressful situations and continue performing effectively.
- *Oral and Written Communication*: Clearly and persuasively define positions and problem areas both in presentations and in written communication media.
- *Delegation*: Assign work to staff providing clear guidelines and expectations, and provide support to subordinates to meet expectations.
- *Succession Planning/Employee Development*: Actively develop subordinates and align staff for career growth, set goals, monitor progress and give constructive feedback.
- *Diplomacy*: Work well within the organization's power network, be aware of social cues in the environment, be skillful in handling situations without arousing hostility.
- *Public Relations*: Maintain a positive outlook with the public, be effective at addressing community issues and concerns.
- *Commission Relations*: Use effective communication skills in interacting with Commissioners, anticipate and clearly explain consequences of Commission actions, and provide follow-up.
- *Completion of Assigned Work*: Maintain focus on assigned projects in order to meet deadlines and complete work on schedule.
- *Budget/Revenue Management*: Understand the financial framework of San Bernardino LAFCO, establish financial measures, and interpret and use fiscal data to make informed business decisions.

Salary and Benefits

The Executive Officer salary is negotiable depending on the experience and qualifications of the selected candidate. The current range is \$162,448 to \$223,849 plus a biweekly automobile allowance of \$561.54 and cellphone allowance of \$92.31. In addition, the

Commission offers a comprehensive benefits package including, but not limited to, vacation, sick and administrative leave; paid holidays, medical, dental and vision insurance; life and disability insurance, tuition reimbursement, and voluntary participation in 457(b) and 401(k) plans with partial County match. LAFCO employees participate in the San Bernardino County Employees Retirement Association (SBCERA). A detailed list of employee benefits is available upon request.

Minimum Qualifications

At minimum, successful candidates must have:

- A Bachelor's Degree in Public Policy, Planning, Geography, Political Science, or other related field of study. A Master's Degree in one of these fields of study (or closely related field) is desirable.
- A minimum of 6 years of experience with LAFCO, City Management, County Executive Management or other local government agency either directly or as a consultant. This requirement may be substituted with equivalent service in the private sector, but only to the extent that the individual has substantial experience working with local public agencies.
- Direct experience in understanding the regulatory environment of the State of California along with urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government operations.
- Direct experience in coordinating jurisdictional consolidations, reorganizations and related financial and tax issues.
- Knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and the California Environmental Quality Act.
- Proficiency in current electronic tools, computers, software package/programs, planning tools, etc.

The Recruitment Process

To apply for the Executive Officer position, please submit your resume and a cover letter electronically to Bob Aldrich, Principal, Aldrich and Associates, at:

aldrichandassociates@yahoo.com

It is imperative that your cover letter explain in detail how your education and work experience meet the Minimum Qualifications listed above and relate to the overall duties and responsibilities of the San Bernardino LAFCO Executive Officer position. **The deadline for submitting your resume/cover letter to Mr. Aldrich is Friday, March 30, 2018, at 5:00 PM (Pacific Standard Time).**

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