

San Bernardino LAFCO
is seeking a full-time
**Clerk to the Commission/
Office Manager**

WHAT IS LAFCO?

Local Agency Formation Commissions (LAFCOs) are local agencies mandated by the State to (1) encourage the orderly formation of local governmental agencies, (2) preserve agricultural land resources, and (3) discourage urban sprawl.

LAFCOs are responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify, and streamline governmental structure. The Commission's efforts are directed toward seeing that services are provided efficiently and economically while agricultural and open-space lands are protected.

To learn more about San Bernardino LAFCO visit <http://sbclafco.org/>

SALARY AND BENEFITS

This is an at-will position with a salary range of \$61,380 to \$83,339.

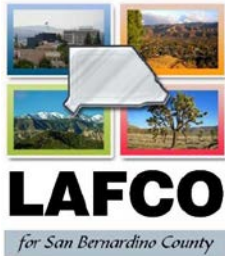
LAFCO offers a generous benefits package that includes:

- **Alternative Work Schedule** – Employees work nine days over two weeks for 80 hours, with the office closed every other Friday.
- **Retirement** – Membership in the San Bernardino County Employees Retirement Association
- **Deferred Compensation** – 401(k), 457, Retirement Medical Trust Fund
- **Insurance** – Health, Dental, Vision Coverage
- **Lifestyle** – Gym Subsidy
- **Paid Leave** – Vacation, Administrative, Holidays, Sick, and Holidays
- **Medical Reimbursement Plan**
- **Life Insurance**
- **Tuition Assistance**

HOW TO APPLY

To apply, submit a cover letter, resume, and three references (who will not be contacted until the final stage) to Hannah Larsen at hannah.larsen@lafco.sbcounty.gov. Submission of one combined attachment is acceptable.

This recruitment will remain open until filled. An initial review of applications will be performed on **May 23, 2022** and will inform LAFCO's decision on whether or not to close the recruitment process. Once recruitment is closed, LAFCO will invite those determined to be most qualified to participate in one or more interviews. Any offers of employment will be subject to the completion of background checks.



LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

JOB DESCRIPTION

CLERK TO THE COMMISSION/
OFFICE MANAGER

THE POSITION:

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 to 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. 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 the Commission for all LAFCO public meetings. Duties will include:

- Records: Maintain official records, distribute and verify information on the completion of LAFCO actions, monitor and reconcile payments and receipts, and handle payroll and control processes.
- Legal: Interface with staff on the status of projects, legal requirements, record and draft public meeting minutes, and draft official correspondence and legal documentation for review by legal counsel or the Executive Officer.
- Office Manager: Schedule appointments and travel arrangements for staff and Commission members, purchase goods, and schedule routine office services.

MINIMUM QUALIFICATIONS:

- Three years of relevant administrative experience (in a government, legal, or planning office); OR,
- Minimum AA Degree with two years of experience as listed above.

SPECIFIC SKILLS:

Strong organizational skills and careful attention to detail are required. Must possess excellent communication and computer skills (word-processing, databases, spreadsheets, etc.) with the ability to multi-task and set priorities with minimal supervision.