

San Bernardino LAFCO is seeking a full-time:
**PROJECT MANAGER or
CLERK/OFFICE MANAGER**

Job descriptions for these positions are on the following pages.

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

These are at-will positions with a salary range of:

Project Manager (\$80,828 to \$115,049) Clerk/Office Manager (\$61,550 to \$86,986)

LAFCO offers a generous benefits package to include:

- **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
- **Leave** – Vacation, Administrative, Holidays, Sick, and Paid Holidays
- **Medical Reimbursement Plan**
- **Life Insurance**
- **Tuition Repayment and Assistance**

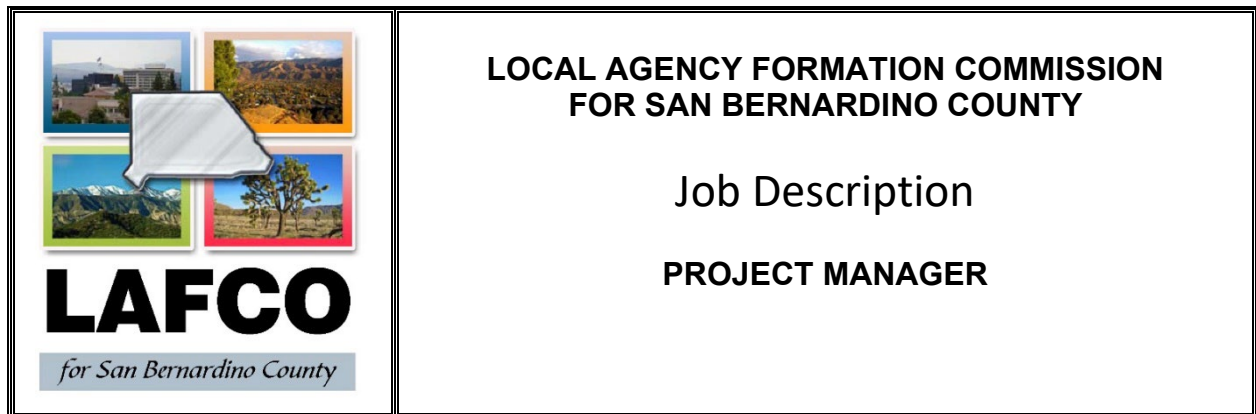
HOW TO APPLY

To apply, submit a cover letter, resume, and three references (who will not be contacted until the final stage) to Michael Tuerpe at mtuerpe@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 **October 18, 2024** and will inform LAFCO's decision whether to close the recruitment process. Once recruitment closes, 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
1601 E. 3rd Street, Suite 102, San Bernardino, CA 92415-0490
909-388-0480

<http://sbclafco.org/>



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. Under 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:

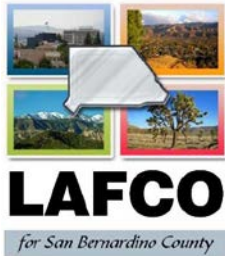
Develop, design and present alternative planning solutions and recommendations, including specific plans consistent with organizational goals, objectives, and priorities. Conduct planning, implementation, funding, and analytical projects and programs. Responsible for projects, as well as oversee elements 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.

MINIMUM QUALIFICATIONS:

- Master's degree with coursework in accounting, public or business administration, land use/urban planning, statistics, or closely related field, with no experience, **OR**
- Bachelor's degree in fields identified above with two years related experience, **OR**
- Equivalent work experience which would have provided the required level of knowledge and abilities.

SPECIFIC SKILLS:

Position requires strong research, organization, and analytical skills. Must have strong oral, written and presentation skills. Position requires good computer skills, and database/program management skills. Knowledge of GIS and website application software highly desirable.



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.