



## Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533  
(707) 439-3897 • FAX: (707) 438-1788

# SOLANO LAFCO ANNOUNCES A CAREER OPPORTUNITY!

## POSITION HIGHLIGHTS

- LAFCO Office Administrator / Clerk
- Great Opportunity to Start a Career in Local and Regional Government
- Excellent Health and Pension Benefits
- Annual Salary Range is \$52,817.64 – \$64,200.12

## GENERAL DESCRIPTION

The Solano Local Agency Formation Commission (LAFCO) is seeking an individual to serve in an at-will Office Administrator/Clerk position. This position is flexibly staffed based on applicant experience.

The LAFCO Analyst works independently and under the direction of the Executive Officer and performs a wide range of administrative services in support of Solano Local Agency Formation Commission staff, and other related work as required. This person must be proficient in written and oral communications, including proper grammar, spelling, and punctuation.

## QUALIFICATIONS

- Meticulous organizational and communication skills necessary for coordinating and maintaining a small but busy regional government office.
- Proficient in Microsoft Office programs, electronic filing systems, and office management skills.
- Knowledge and understanding of principles and practices related to budgets and budget programs.
- Understanding of tasks necessary for clerking public meetings. Experience is helpful.
- 2 years of office management or administrative experience.

The full job descriptions (Office Administrator/Clerk) are available at [www.solanolafco.com](http://www.solanolafco.com).

## APPLICATION PROCESS

Interested applicants are encouraged to apply immediately with a cover letter and resume submitted to Richard Seithel, Executive Officer, preferably by e-mail at [rseithel@solanolafco.com](mailto:rseithel@solanolafco.com). Resumes are due no later than **March 15, 2023**. Once the recruitment is closed, applicants determined to be the most qualified will be invited to participate in a panel interview with finalists proceeding to a second, and final interview. All finalists will be subject to background checks.

### Commissioners

John Vasquez, Chair • Nancy Shopay, Vice-Chair • Ron Kott • Mitch Mashburn • Steve Bird

### Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

### Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Mala Subramanian, Lead Legal Counsel

## **LAFCO Office Administrator / Clerk**

### **SALARY RANGE**

\$25.39 - \$30.86 Hourly

\$4,401.47 - \$5,316.13 Monthly

\$52,817.64 - \$64,200.12 Annually

### **DEFINITION:**

The LAFCO Officer Administrator/Clerk works under the direction of the Executive Officer, performs a wide range of administrative services in support of Solano Local Agency Formation Commission staff, and other related work as required. This person must be proficient in written and oral communications, including proper grammar, spelling, and punctuation. This person should be able to independently learn and follow directions.

### **GENERAL RESPONSIBILITIES:**

#### **Office Tasks**

- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing and maintaining internal filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Assist Executive Officer in all administrative functions of the Commission, conducting research and analysis in support of, project processing, Municipal Services Reviews, Sphere of Influence reviews and special projects. Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Undertake basic bookkeeping tasks, track project deposits, process vendor claims and purchasing card statements.
- Project processing from initiation to completion. Follow up with applicants and complete final filing on Commission-approved proposals.
- Perform other office duties as assigned

#### **Clerk Tasks**

- Support for all Commission meetings including legal notice, agenda, meeting materials, staff support to Commissioners, preparing minutes and final meeting records in conjunction with Executive Officer.
- Maintain all Commissioner files. (Ethics training, Statement of Economic Interest, etc.)

### **EMPLOYMENT STANDARDS:**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills, and abilities as detailed in this position description:

#### **Education/Experience:**

- Associate degree or Certification with a business management related focus.
- 2 years of office management or administrative experience.

**Knowledge of:**

Must have strong analytical, communication and interpersonal skills. Five years of office experience preferred.

Must demonstrate expertise in:

- Computers and software programs typically used for data collection, retrieval and analysis, including but not limited to Word, Excel, PowerPoint, and Quick Books.
- Principles and practices relating to budget programs.
- Laws, regulations, and policies applicable to local government and meetings.