



Solano Local Agency Formation Commission

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SOLANO LAFCO ANNOUNCES A CAREER OPPORTUNITY!

POSITION HIGHLIGHTS

- LAFCO Project Specialist
- Management-level experience in regional government
- Excellent Health and Pension Benefits
- Annual Salary Range is \$121,240.92 - \$147,363.36

GENERAL DESCRIPTION

The Solano Local Agency Formation Commission (LAFCO) is seeking an individual to serve in an at-will Project Specialist position. This position is fit for an experienced individual who must have a highly specialized understanding of agency municipal services, city and special district operations and functions, Cortese-Knox-Hertzberg legislation, and interagency cooperation.

The LAFCO Project Specialist generally works independently and under the supervision of the Executive Officer and Deputy Executive Officer. The position's primary function/role is to maintain a cycle of updated municipal service reviews, updated spheres of influence, and conduct regional service reviews and project reviews. A candidate must be proficient in written and oral communications, including proper grammar, spelling, and punctuation; and able to balance several projects while keeping deadlines.

QUALIFICATIONS

- Meticulous organizational and communication skills necessary for coordinating and maintaining a small but busy regional government office.
- Management-level understanding of how municipal services function and are financed.
- Ability to facilitate and synthesize input from a variety of sources, including archival research.
- Familiarity with the Cortese-Knox-Hertzberg Act, the role and functions of LAFCOs, and the MSR/SOI Study process.
- Minimum 5 years of government agency experience at a management level.

The full job description (Project Specialist) is available at www.solanolafco.com.

APPLICATION PROCESS

Interested applicants should apply immediately with a cover letter, resume, and writing sample submitted to Tova Guevara, Office Administrator, preferably by e-mail at tguevara@solanolafco.com.

Resumes are due no later than August 31, 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

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • 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 • Tova Guevara, Office Administrator/Clerk • Mala Subramanian, Lead Legal Counsel

LAFCO Project Specialist

SALARY RANGE

\$10,103.41 - \$12,280.28 Monthly
\$121,240.92 - \$147,363.36 Annually

DEFINITION:

The LAFCO Project Specialist position's primary function/role is to maintain a cycle of updated municipal service reviews, updated spheres of influence, and conduct regional service reviews and project reviews. This person will generally work independently with some collaboration when necessary. The position will be under the supervision of the Executive Officer and Deputy Executive Officer.

This individual must have a highly specialized understanding of agency municipal services, city and special district operations and functions, Cortese-Knox-Hertzberg legislation, and interagency cooperation. This person must be a well-rounded professional with exceptional technical and project management skills, and a proven ability to be able to be adaptable and innovative. This person will be expected to deliver high-quality, outstanding reports and projects.

GENERAL RESPONSIBILITIES:

- Management-level understanding of how municipal services function and are financed.
- Familiarity with the Cortese-Knox-Hertzberg Act, the role and functions of LAFCOs, and the MSR/SOI Study process.
- Experience in governmental organization analysis, including performance measurement and evaluation.
- Ability to facilitate and synthesize input from a variety of sources, including archival research.
- Ability to interpret varied financial and planning documents.
- Experience in identifying and fostering multi-agency cooperation.
- Ability to conduct public input processes.
- Experience presenting and disseminating information to the Commission, local agencies, and the public for review and comment.
- Ability to work cooperatively with multi-agency interests on regional and complex projects.

Service Review/Sphere of Influence Updates

- Obtain information about municipal services in a geographic area.
- Evaluate the provision of municipal services from a comprehensive perspective, including regional.
- Recommend actions when necessary, to promote the efficient provision of those services.

- Gather and obtain information and data for a municipal service review.
- Prepare and issue a draft service review report which includes draft determinations required by state law.
- Provide the technical expertise and administrative management to complete the final municipal service review.

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:

Bachelor's Degree from an accredited college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science, graphic information system, or closely related field.

Experience:

Must have strong analytical, communication, and written skills. Minimum 5 years of government agency experience at a management level.

Must demonstrate expertise in:

- Computers and software programs typically used for data collection, retrieval, and analysis; including but not limited to Word, Excel, and PowerPoint.
- Laws, regulations, and policies applicable to CKH/LAFCO law, special districts, and local government.
- Excellent written and oral communications, reports, and presentations.