

ORANGE COUNTY  
LOCAL AGENCY FORMATION COMMISSION

# Assistant Executive Officer





## THE COMMUNITY

Whether it's manicured beach towns or celebrated theme parks, all framed by oceanfront towns and luxury yachts, Orange County is commonly known as "The OC" and stands out as one of the state's most iconic destinations. With a population of over 3.3 million residents, Orange County is the third largest County in California. Residents enjoy over 42 miles of pristine beaches, three major harbors, vast wilderness parks, beautiful nature preserves, and approximately 402 miles of riding and hiking trails.

"The OC" is a destination region rich with top-notch universities and colleges, some of the highest quality public and private schools in the nation, many corporate headquarters and technology firms, four international airports within an hour's drive, and is the home to many world-class meeting and entertainment venues,

convention centers, and some of the state's most popular attractions such as Disneyland and California Adventure Resorts, Knott's Berry Farm, and major sports franchises including the Anaheim Angels and Anaheim Ducks.

*Orange County embraces vibrant, historic, and diverse neighborhoods, and welcomes millions of visitors per year, truly making it where the world comes to live, work, and play.*

## THE ORGANIZATION

Orange County Local Agency Formation Commission (OC LAFCO) is a subdivision of the State of California with broad regulatory and planning powers to oversee the establishment, expansion, governance and dissolution of cities and special districts and their municipal service areas to meet current and future community needs within Orange County. Governed by an 11-member Commission, OC LAFCO is an exciting place to work and offers the opportunity to interact and foster collaborative relationships with Orange County's local and regional agencies and organizations and state associations involving regional planning efforts.



### THE ORANGE COUNTY LAFCO MISSION

*"LAFCO serves the citizens of Orange County by facilitating constructive changes in governmental structure and boundaries through special studies, programs, and actions that resolve intergovernmental issues, by fostering orderly development and governance, and by promoting the efficient delivery of services. LAFCO also serves as a resource for local governments and citizens by providing a structure for sharing information among stakeholders in Orange County."*

**To learn more about OC LAFCO, visit [oclafco.org](http://oclafco.org).**

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## THE POSITION

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The Assistant Executive Officer reports directly to the Executive Officer and assists in carrying out the policies and directives of the Commission, manages the day-to-day agency operations, and provides overall project planning and analysis on routine to complex jurisdictional changes. The Assistant Executive Officer also provides supervision to other professional staff and acts on behalf of the Executive Officer in her absence.

**Essential functions include but are not limited to the following:**

- Provide overall project management, planning, analysis, and recommendations involving growth and development patterns, delivery of municipal services, and establishment of local governance options.
- Ensure adequacy of environmental review documents to ensure compliance with the California Environmental Quality Act (CEQA). Review and prepare comments on initial studies, negative declarations, and Environmental Impact Reports (EIR) prepared by other agencies. Prepare declarations and other environmental documents when LAFCO is the lead agency.
- Coordinate budget development and monitor budgetary expenditures throughout the year.
- Coordinate the preparation of the agency's audited financial statements with auditors.
- Monitor changes in laws, regulations, and technology that may affect LAFCO operations.
- Direct the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.

**Example of Current Projects**

- Transfer of a city's water and wastewater utilities to a special district to improve delivery efficiencies and economies of scale.
- Annexation of small unincorporated areas to adjacent or surrounding cities.
- Facilitation of community workshops on sustainable future governance options.
- Conduct service reviews of how local government agencies are meeting community service needs..

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## THE IDEAL CANDIDATE

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The ideal candidate will be a team-oriented and inspirational leader that enjoys collaboration with staff and outside agencies and stakeholders and thrives in a fast-paced workplace. The successful candidate possesses the ability to think strategically, creatively problem solve and offer outstanding level of support to the Executive Officer. The candidate will have a stable work history with demonstrated growth managing in a government agency or non-profit entity. A desire for continued learning and self-development is important, as are strong interpersonal and communication skills necessary to work with all levels of staff and government leaders in an environment of changing priorities and political shifts. This is an excellent opportunity for a solutions-oriented professional with high integrity and the ability to build trust and influence positive, mutually beneficial outcomes.

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## PROFESSIONAL CHARACTERISTICS

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- The ability to establish and cultivate relationships with LAFCO stakeholders; attend local, regional, and state boards, conferences, and related events.
- A solid skill set in the selection, training, professional development, and performance evaluation of staff.
- Excellent communication and interpersonal skills with demonstrated experience in conflict resolution and mediation.
- A strong background in budget development and administration.
- Knowledge of the Cortese-Knox Local Government Reorganization Act of 2000, budget preparation techniques for local government agencies, and public and private infrastructure systems.
- Practiced in continuing learning including current social, political, and economic trends affecting LAFCO and its service provisions.

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## MINIMUM QUALIFICATIONS

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- Bachelor's Degree from an accredited college or university with major coursework in public administration, political science, business administration, or a related field.
- Master's Degree in the above fields is highly desirable.
- A minimum of four (4) years of professional experience with LAFCO, City, County, or another public agency.
- A minimum of two (2) years of managerial experience.
- Theories, principles, and practices of public administration, management, and finance including goal setting, program development, implementation, and evaluation, budget development and administration.
- Urban planning theory and techniques, public finance, public infrastructure planning, environmental laws, and local government.
- Knowledge of the California Environmental Quality Act (CEQA).

Any combination of education, training and experience that would provide the required knowledge, skills, and abilities in qualifying may be accepted.



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## COMPENSATION AND BENEFITS

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The salary range for this **At-Will Assistant Executive Officer** position is **\$132,019 - \$164,874**. The new Assistant E.O. will start at the \$132,019 with reviews annually.

- **Retirement** - Orange County Employees Retirement System, 1.62% @65.
- **Health Insurance** - OC LAFCO offers HMO and PPO health plans. Plans and costs may vary from year to year. Dependent coverage is also available at additional cost.
- **Dental Insurance** - OC LAFCO offers dental insurance coverage and dependent coverage is available at additional cost.
- **Vacation** - During the first three years of employment, approximately 80 hours or 10 days earned per year; after three years, approximately 120 hours or 15 days earned per year; after ten years, approximately 160 hours or 20 days earned per year. Upon separation from OC LAFCO, employee is eligible to "cash in" unused vacation time.
- **Sick Leave** - For first three years of employment, approximately 72 hours of sick time earned per year; after three years, approximately 96 hours earned per year; sick time is not eligible to be "cashed in" upon separation from OC LAFCO.
- **Paid Holidays** - 12 paid holidays.
- **Life Insurance** - \$100,000 policy (no cost to employee). Enhanced coverage is available at additional cost.
- **Accidental Death and Dismemberment Insurance** - \$100,000 policy (no cost to employee). Enhanced coverage is available at additional cost.
- **457 Deferred Compensation Program** - Available to OC LAFCO employees.
- **Optional Benefit Plan** - \$3,500 annually to meet needs of employee and dependents. May be used for benefits that include health and dental expenses, contribution to deferred compensation plan, or taxable cash.
- **9/80 Work Schedule** - OC LAFCO employees work a 9/80 flexible work schedule with the OC LAFCO office closed every other Friday.

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## APPLICATION AND SELECTION PROCESS

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The final filing date is **Wednesday, September 30, 2020**.

To be considered, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=1682>

Resumes should reflect years **and** months of positions held, as well as size of past organization(s).

For additional information, please contact:

Frank Rojas  
CPS HR Consulting  
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[frojas@cpshr.us](mailto:frojas@cpshr.us)



Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to OC LAFCO. The OC LAFCO will then select candidates to participate in interviews. Extensive reference and background checks will be completed on the selected candidate.

