



COUNTY OF SONOMA  
LOCAL AGENCY FORMATION COMMISSION

INVITES APPLICATIONS FOR  
**LAFCO Executive Officer**





Seeking an experienced professional

# THE COUNTY of SONOMA

## SONOMA LAFCO

Local Agency Formation Commissions (LAFCO) are independent agencies in each county, established by the State Legislature, to review and regulate the formation of local government agencies and changes in organization including: boundary changes, spheres of influence, annexations, detachments, new formations, and incorporations. The staff serves in a professional and administrative capacity to the Commission by providing technical expertise and administrative support including the review and analysis of proposals, making recommendations, conducting studies, maintaining the LAFCO office and records, and acting as a liaison with local agencies and the public.

**S**onoma County offers a rare and compelling array of scenic, recreational, and geographic options – including inspiring coastline and beaches, the Russian River, over 200 award-winning wineries, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes and open space.



Sonoma County is home to almost 500,000 residents and offers a wide variety of restaurants, art and music festivals, farmer’s markets, and concert venues. Local schools continually rank high on California’s Academic Performance Index and the county boasts higher education opportunities with Santa Rosa Junior College and Sonoma State University. Business is quite diverse, with agriculture (including wine grapes and livestock/poultry) and tourism anchoring the local economy. The tourism industry generates over \$1 billion annually, and the County hosts over 7 million visitors every year.

The Sonoma Local Agency Formation Commission is composed of seven voting members and four alternate members. Commission members include County Supervisors, members of local city councils, board members of independent special districts, and members of the public.

Sonoma County is a general law county, governed by a five-member Board of Supervisors who are fully committed to a mission and vision that value strong leadership, the highest quality customer service, engaged citizen participation, courteous and prompt assistance, and creating and preserving efficient and cost-effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.



Please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) for more information about Sonoma County as a place to live, work, and build your career legacy.

The Commission has an agreement with the Sonoma County Administrator’s Office to provide one Executive Officer, one part-time Assistant Executive Officer, and one part-time Commission Clerk, plus legal counsel, as LAFCO staff. The staff serves in an administrative capacity to the Commission by maintaining the LAFCO office and records, and providing professional support, including the review of proposals, making recommendations, conducting studies, and acting as a liaison with local agencies and the public.





## POSITION OVERVIEW

Under policy direction of the Commission, the LAFCO Executive Officer provides administrative, research, analytical, and advisory services to the Commission, while providing insight and working with the Commission to set and focus strategic goals and objections. The Executive Officer also acts to staff the Commission's sub-committees and manage the LAFCO staff, as well as acting as a liaison between the Commission and the County of Sonoma, cities, special districts, the public, and other agencies. LAFCO Executive Officer is an "at will" position. By a Memorandum of Understanding between the Local Agency Formation Commission of the County of Sonoma and the County of Sonoma, the Executive Officer reports to the County, while carrying out the direction of the Commission.



The LAFCO Executive Officer works closely with and advises the Commission, and develops and implements goals, policies, and work programs, subject to the Commission's review. Additionally, the Executive Officer performs the following duties:

- Evaluates LAFCO programs, procedures, and systems for overall effectiveness.
- Receives and analyzes applications and petitions for LAFCO action; determines legal acceptability for filings.
- Conducts complex analysis and prepare written reports and recommendations.
- Acts as LAFCO's representative with public and private policy-making agencies, and community groups to effectively promote the Commission's goals and objectives.
- Provides supporting fiscal services to the Commission such as the development of the budget, forecasting and monitoring revenues, evaluating costs, ensuring payment of Commission expenses, and preparing fiscal reports.
- Represents LAFCO before the media, other agencies, and the public.
- Actively participates in LAFCO related organizations and professional associations.



## THE IDEAL CANDIDATE AND MINIMUM QUALIFICATIONS

This is an excellent opportunity for an individual who enjoys the challenge of implementing and managing programs and budgets, as well as providing recommendations for improvements and policy direction. The qualified LAFCO Executive Officer will have an academic background in public administration, public policy, economics, business management, finance/accounting, urban/regional planning, or a closely related area; and three years of professional level work experience with increasing responsibility in general administration, operations, or accounting/budgetary analysis, including research, analysis, and preparation of written reports. The ideal candidate will also possess the following experience and competencies:

- A Master's Degree, as well as prior governmental experience, including knowledge about LAFCO law, practices, and procedures.
- Knowledge of governmental organization, laws, policies, fiscal management, and budget procedures.
- Strong political acumen and superior interpersonal, communication, and management skills.
- An adaptable, energetic, and creative problem solver who can balance a broad array of unique challenges.



## TO APPLY

To be considered for this exciting career opportunity, please forward:

1. Cover letter including your current/required salary.
2. Resume detailing your work experience and responsibilities.
3. Five work-related references (who will not be contacted until mutual interest is established).
4. **Written responses to the following questions:**
  - a) Please describe your relevant and current work experience in which you had professional level responsibility in any/all of the following areas: general administration and operations, budget/fiscal analysis, performance management, and policy development and process improvement.
  - b) Please describe your experience working and interacting with appointed and/or elected governmental officials and how you have used your political acumen to navigate challenges.

*NOTE: Submittals without the written response to the above questions will result in disqualification from consideration.*

**Please submit your full package of materials by April 22, 2014 to:**

Spencer Keyword at: [spencer.keyword@sonoma-county.org](mailto:spencer.keyword@sonoma-county.org)

or

County of Sonoma Human Resources Department

575 Administration Drive, Suite 116B, Santa Rosa, CA 95403

Telephone: (707) 565-2331 Facsimile: (707) 565-3770



# Room to Move. Room to Grow.

## SELECTION PROCESS & TENTATIVE KEY DATES

- *Accepting resumes and responses to supplemental questions through April 22, 2014.*
- Candidate Assessment - Late April.
- Interviews - May 6, 2014, and May 7, 2014.
- Start date anticipated the end of June 2014.

*This timeframe has been established to assist candidates with arranging availability around these dates, however they are tentative.*

*Note: Finalists will be asked to submit a County job application prior to appointment.*

## WHAT WE OFFER

Sonoma County offers a competitive total compensation package. Salary is \$90,476 - \$109,991 and will depend on experience and qualifications.

Sonoma County also offers the following:

- Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- Health Plan: Choice of three health plans (PPO, EPO and HMO) with a County contribution toward the premium of approximately \$500 per month.
- Excellent dental, vision, disability, life insurance, professional development and more. Additional details for management employees may be found at [http://www.sonoma-county.org/hr/pdf/salary\\_resolution.pdf](http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf).
- A cash allowance (in addition to monthly salary) of approximately \$600 per month.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.
- Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

*Important Note: Benefits described herein do not represent a contract and may be changed without notice.*

Questions can be directed to Spencer Keywood at:  
[spencer.keywood@sonoma-county.org](mailto:spencer.keywood@sonoma-county.org) or (707) 565-2331.

For additional information, visit:  
[www.sonomalafco.org](http://www.sonomalafco.org)

