



Butte LAFCo
Established Date: January 1, 2008

Executive Officer

Salary Range	
Hourly:	\$57.0686 - \$69.3670
Biweekly:	\$4,565.49 - \$5,549.36
Annually:	\$118,702.66 - \$144,283.27

Summary

Under general policy direction from the Butte Local Agency Formation Commission (LAFCo), the Executive Officer administers LAFCo business, provides administrative, research, and advisory services to LAFCo; and manages specialized administrative staff services for LAFCo.

Distinguishing Characteristics

The Executive Officer is the primary face of the agency and is appointed by, reports to, and serves at the will of LAFCo. This single position classification has responsibility for overall policy development, program planning, fiscal and personnel management, general administration, contract administration, and operation of LAFCo. The incumbent is responsible for developing and accomplishing administrative goals and objectives, in addition to implementing the applicable provisions of the California Government Code and the policies and procedures of LAFCo.

Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Duties may include but are not limited to the following:

- Administrative duties; including assignment of work activities, projects and programs; monitoring work flow and the day to day business of LAFCo; personnel management, including supervision of employees; preparation and management of contracts subject to the review of LAFCo.
- Fiscal and Budget duties include preparation and implementation of LAFCo budget, forecasting revenue and expenses, and identifying and recommending alternatives for implementation of the budget subject to the review of LAFCo.
- Advisory and Research duties include serving as principal staff advisor to LAFCo, attending all LAFCo meetings; interpreting and applying relevant government codes; preparing background data, studies, reports and recommendations for LAFCo decisions; monitoring and evaluating agencies, their service capabilities and proposals for changes of organization; executing all required legal documents related to the determinations of LAFCo.
- Outreach and Liaison duties include representing LAFCo before public and private policy making agencies and community groups, coordinating LAFCo processes with discretionary actions of other agencies, and

participating in related organizations, such as the California Association of LAFCo's and professional associations.

Required Knowledge and Skills

- Pertinent State, Federal and local laws.
- Statutory purposes of LAFCo and application of LAFCo polices and procedures .
- Local government organization, structure, services, programs, and functions.
- The California Environmental Quality Act and its application to LAFCo actions.
- Principles and practice of public administration, organizational analysis, leadership, team building and conflict resolution.
- Modern office procedures and computer equipment.
- Effective budget management principles.
- Effective personnel management principles.
- Organize and direct administrative and analytical support activities for LAFCo.
- Analyze, interpret and evaluate technical and budget reports and extensively maintain budget controls.
- Effectively respond to all applicable Federal, State and Local personnel related laws, regulations and policies.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with individuals and groups representing diverse cultures and interest.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly, orally and in writing.
- Drive to meetings and conduct field visits throughout the County.

Minimum Requirements-Education, Certifications and Licenses

- A Master's degree in Public Administration, Business Administration, Planning or a closely related field.
- Four (4) years of increasingly responsible experience in a capacity that would have afforded the opportunity to acquire the knowledge and abilities required to administer the functions of a LAFCo.
- A valid, unrestricted State of California driver's license.

Environmental Factors and Conditions/Physical Requirements

- Work is performed in an office and field environment.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. EACH INCUMBENT DOES NOT NECESSARILY PERFORM ALL DUTIES. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB RELATED DUTIES AS MAY BE REQUIRED. THE COMMISSION WILL UTILIZE ITS INDEPENDENT JUDGMENT WHEN CONSIDERING ALL APPLICANTS.

Amended: May 2, 2019 - Resolution No. 17 2018/19 (Effective 07/01/2019)