

## LAFCO OFFICE SPECIALIST

### Definition

Under general supervision, to provide skilled clerical and administrative support to the Local Agency Formation Commission (LAFCO) program, requiring comprehensive knowledge of subject matter and organizational activities. LAFCO is a state-mandated independent agency, which has authority over city and special district boundary changes.

### Typical Tasks

- Takes minutes of the LAFCO meetings and prepares official summary for distribution;
- Composes agendas from various sources; assembles and distributes agenda material;
- Prepares, publishes, posts and sends out a variety of notices along with materials related to agenda items to the public, news media and other interested parties based on State law; designs newsletters, flyers and reports for publication online as well as in hard copy format;
- Reviews LAFCO applications for completeness and consistency with filing requirements per State law and LAFCO policies, processes LAFCO applications and payments/fees;
- Selects the process to be followed based on the type of application and conducts the appropriate follow up with members of the public or requests follow up from the specific authority or agency;
- Creates and maintains a database for tracking application and project activities and retrieves information; maintains computer files; performs research and prepares reports using the database;
- Responds to inquires from the public or other governmental agencies either in writing or by telephone;
- Independently composes correspondence requiring application of specialized knowledge from notes or oral directions;
- Conducts research, collects and compiles a variety of information, including quantitative data, relating to the work of LAFCO, prepares comparative analysis of data; compiles background information for reports and assists with development of presentation materials for community meetings and public hearings;
- Interacts with LAFCO staff and other departments, agencies and other county LAFCOs;
- Develops and implements office methods, procedures and forms; assists in creating operating and policy manuals;
- Develops and conducts countywide surveys; conducts and participates in a variety of analytical studies and surveys on policies and procedures of LAFCOs throughout the State;
- Tracks LAFCO finances and budgets;

- Creates mailing lists and labels using a variety of information sources and software programs such as word processing, databases, spreadsheets and Geographic Information Systems (GIS);
- Determines the location of cities and special districts boundaries, urban service areas and sphere of influence boundaries in response to inquiries by public/private agencies;
- Reviews and verifies changes made to cities and special district layers in GIS;
- Conducts research and generates vicinity maps of boundaries for cities and special districts upon request;
- Sets up audio/visual equipment in meeting rooms and performs minor troubleshooting as necessary;
- Maintains office files and records; establishes controls on correspondence and materials with deadlines and expiration dates;
- Makes travel arrangements for staff and commissioners and coordinates travel reimbursement process;
- Manages the LAFCO website, including regular updates, adding pages and materials and making structural changes;
- Relieves the manager of routine clerical and administrative details;
- Performs other related duties as required.

### Employment Standards

Demonstrated training, education and/or work experience that provided opportunities to perform a variety of administrative, clerical and basic analytical support assignments requiring the use of discretion and judgment and to acquire the knowledge and abilities below.

Experience Note: A qualified candidate would typically acquire the necessary knowledge and abilities by having four (4) years of increasingly responsible office administrative and/or secretarial experience, including the taking and transcribing of meeting minutes and extensive use of computer applications including graphics software (image editing). College or business school training in a field related to the work is desirable and may be substituted for the experience on a year-for-year basis to a maximum of two (2) years. Experience in dealing with government and community contacts is desirable.

### Knowledge of:

- Functions and basic office operations of an administrative office;
- Office management principles, methods, procedures including records maintenance;
- Office practices and procedures, including filing systems, financial record keeping, reference sources and preparation of correspondence and reports;
- Style and format of business correspondence, English usage, vocabulary, grammar, spelling and punctuation;
- Customer services principles;
- Computer applications, such as word processing, spreadsheet database, and graphics;
- Web protocols, programming, languages, and web server concepts;

- Common graphic software image editing;
- Mathematics to perform calculations and create statistical reports;
- Telephone procedures and etiquette.

Ability to:

- Comprehend and take appropriate notes at LAFCO meetings and public hearings for which the content is varied and complex;
- Interpret, evaluate, select, organize and condense a variety of discussions in order to prepare the official minutes of LAFCO meetings and public hearings;
- Provide administrative and secretarial assistance to management;
- Organize work, set priorities, meet critical deadlines and follow-up on assignments;
- Use initiative and independent judgement within established guidelines;
- Communicate effectively in providing information and assisting callers and visitors;
- Establish and maintain effective working relationships;
- Compose correspondence independently or from brief instructions;
- Organize and maintain accurate records and files;
- Make mathematical calculations with speed and accuracy;
- Operate standard office equipment, including computer; trouble-shoot simple problems;
- Use a keyboard with moderate speed and a high level of accuracy;
- Analyze information and materials and formulate conclusions;
- Interpret and apply LAFCO-specific laws and ordinances, office policies and procedures.

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