

**LAFCO Clerk/Analyst**  
**Monthly Salary Range: \$5,150 - \$6,950**

**THE POSITION**

*Are you passionate about local government service?* The Contra Costa Local Agency Formation Commission (LAFCO) seeks an experienced and self-motivated individual to fill our new **full-time** Clerk/Analyst position. Under the direction of the LAFCO Executive Officer, this position performs a variety of executive administrative, secretarial, and analyst duties. The position includes benefits, serves “at will”, and is exempt from FLSA overtime.

The ideal candidate will:

- Possess strong interpersonal and public relations skills
- Exercise discretion, good judgment, and integrity in representing LAFCO
- Demonstrate excellent written and verbal communication skills
- Possess follow-through and time management skills
- Possess relevant office/computer skills to use a variety of equipment, such as computers, copy machines and software programs, such as Microsoft Word, Excel, Outlook, and PowerPoint

**MINIMUM QUALIFICATIONS**

**Education:** Graduation from a four-year college with a degree in public administration, public policy, political science, business, or related field. Years of experience may be substituted for college requirement.

**Experience:** Minimum of five (5) years of full-time (or the equivalent of full-time) *local government experience* in one or more of the following areas: performing administrative duties, clerking public meetings, preparing meeting agenda packets, office management, budgetary/fiscal management, records/contracts management, and/or other areas that require analytical and writing skills. Any combination of education and experience that would provide the knowledge and skills noted in the job description is acceptable.

**TYPICAL TASKS**

- Assembles LAFCO meeting agenda packets and notices of meetings; records LAFCO meetings and prepares resulting documents, including minutes and resolutions
- Develops, maintains, and updates LAFCO files and records systems for tracking applications, project activities, contracts, and other records
- Requisitions supplies and services and maintains records of expenditures and revenue
- Prepares and proofreads reports, correspondence, memoranda, and other written materials
- Tracks correspondence, filings, and materials with deadlines and expiration dates
- Handles various correspondence, requiring knowledge of policies and procedures and research skills
- Answers and screens telephone calls and visitors
- Serves as liaison between the Executive Officer, officials, staff, and the public, and interacts with Commissioners

**SELECTION PROCESS**

1. **Application and Selection Process:** If you wish to be considered for this position, please submit a resume and cover letter to Lou Ann Teixeira, Executive Officer, Contra Costa LAFCO, 40 Muir Road, 1<sup>st</sup> Floor, Martinez, CA 94553 or email to [LouAnn.Teixeira@lafco.cccounty.us](mailto:LouAnn.Teixeira@lafco.cccounty.us). The deadline for submittal is **5:00 pm on Monday, December 12, 2022**. Each candidate will be evaluated on the relevant experience and education as presented in the resume and cover letter.
2. **Interview:** Following review of resumes, the most qualified candidates will be invited to an interview.

**DATE OPENED: November 17, 2022**

**DATE CLOSED: December 12, 2022**

To learn more about Contra Costa LAFCO, please visit our website at <https://www.contracostalafco.org/>