



Butte Local Agency Formation Commission

1453 Downer Street, Suite C, Oroville, CA 95965

<https://buttelafco.org>

Employment Opportunity Commission Clerk

The Position

Butte LAFCo is recruiting for a full-time Commission Clerk to support the agency in fulfilling its prescribed regulatory and planning responsibilities under State law. The incumbent will perform a variety of administrative and clerical duties for the Commission through its Executive Officer. The incumbent will complete legal functions and obligations at public hearings; record and preserve the action of the Commission; prepare, edit and supervise the distribution of Commission agendas, minutes and public hearing notices. The incumbent will also manage the Commission's on-line presence and information technology functions; and will perform other duties, as assigned.

Minimum Qualifications

Minimum qualifications include a high school diploma. Three (3) years of experience to the essential functions, knowledge and skills of the Commission Clerk. A valid, unrestricted State of California driver's license.

Ideal Candidate

First and foremost, Butte LAFCo is a small agency with a closely functioning staff of four and the ideal candidate must be able to develop close working relationships with colleagues and take the initiative to understand the roles other staff in the office. Additionally, the ideal candidate will have an interest in local government functions, public policy and regional planning. Will possess effective analytical and problem solving skills and show a capacity to take initiative and work independently. The ideal candidate will also have strong written and verbal communication skills and process-oriented while keeping track of desired outcomes. Exercise sound independent judgment in performing assignments.

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:

- Prepares and distributes meeting agenda and packets for Commission, agency staff, affected agencies and project applicants; assures the accuracy and integrity of the agenda packets and agency documentation; meets legal requirements for posting and publishing; manages the record keeping of Commission documents, including minutes, resolutions and agreements; updates index of records and provides long term storage.

Butte LAFCo

Employment Opportunity: Commission Clerk

Posting Date: January 24, 2022

- Attends Commission meetings, prepares minutes for approval; obtain signatures as necessary on pending and completed business; responds to inquiries from the general public regarding Commission actions.
- Reviews, conforms, attests, records and preserves all documents of the Commission including timely recordation and distribution with documents and filings with appropriate local, regional and state agencies; converts files to electronic format; and determines what information should be part of the permanent record.
- Utilizes digital mapping resources to obtain information for project processing and in response to other agency and general public inquiries.
- Maintains and updates Commission website; converts all documents and graphics into web based formats; creates master documents and links within website.
- Maintains Commission Clerk Manual, mailing lists and electronic distribution lists; purchases office supplies; maintains office equipment; prepares project billing and distributes mail.
- Conducts or participates in various Commission fiscal management activities including but not limited to project billings, receiving and depositing fees collected, managing project time accounting and costs.
- Coordinates with the Management Analyst and Executive Officer with various aspects of the agency's accounting processes; budget preparation; financial audits and other general fiscal management activities.
- Performs other duties, as assigned.

Compensation

The Commission Clerk position is "at will" and assigned an hourly salary range between \$25.21 and \$34.78, based on a 40-hour work week. Appointment to class and pay is based on qualifications at the time of hire. Butte LAFCo's benefit package includes:

- CalPERS Pension consistent with the Public Employee' Pension Reform Act and in lieu of Social Security, a contribution of 6.2% of employee's wage into an employer deferred compensation program with ICMA-RC; and
- Generous vacation leave (120 hours, starting), sick leave (96 hours) and administrative leave (56 hours) provisions and paid holidays; and
- Medical, dental and vision insurance; short and long-term disability insurance; and \$25,000 life insurance; and
- Flexible Spending Program and Employee Assistance Program.

Application Process

All qualified applicants are encouraged to apply immediately with the submittal of a cover letter summarizing interest in the position and attach a resume. Submittals should be made by e-mail to Management Analyst, Jill Broderson at jbroderson@buttecounty.net. Applications will be reviewed as received and qualified candidates will be invited to interview for the position. The recruitment will remain open until the position is filled.