Employment Opportunity
LAFCo Deputy Executive Officer

The Position

Butte LAFCo is recruiting for a full-time **LAFCo Deputy Executive Officer** to support the agency in fulfilling its prescribed regulatory and planning responsibilities under State law. The incumbent will be directly supervised by the Executive Officer and primarily tasked with managing a variety of complex professional work in support of the Commission, including planning studies, development of policies and procedures, and individual project analysis in evaluating and projecting demographic, service and financial trends. The incumbent will also be tasked with performing general staff support services ranging from processing boundary change proposals to representing the agency before boards and organizations. Training and related development will be provided and duties will expand consistent with acumen and experience.

Minimum Qualifications

Minimum qualifications include graduation from a four-year college with major course work in Geography, Regional Planning, Environmental Studies, Public Administration, or any related field. Five (5) years experience in public sector planning; however LAFCo experience is preferred. A valid, unrestricted State of California driver's license.

Ideal Candidate

The ideal candidate will have a strong interest in public policy and regional planning, effective analytical and problem solving skills and a curiosity with respect to understanding how local governments work. The ideal candidate will also have strong written and verbal communication skills and process-oriented while keeping track of desired outcomes. Specific competencies expected of the position includes all of the following:

- Perform basic to intermediate qualitative and quantitative analysis.
- Provide critical thinking and objective reporting.
- Direct and conduct special studies, projects and public meetings.
- Prepare clear and concise reports and other written materials.
- Organize and manage projects and programs efficiently.
- Establish and maintain effective working relationships with others.
- Exercise sound independent judgment in performing assignments.

Compensation

The LAFCo Deputy Executive Officer position is "at will" and assigned an hourly salary range between $37.25 and $49.91, based on a 36-hour work week. Appointment to class and pay is based on qualifications at the time of hire. Butte LAFCo's benefit package includes:
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- 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.