

LAFCO Senior Planner

Salary:

\$111,862.40 - \$135,948.80 Annually

Description

DEFINITION

Under supervision, plans, provides analysis, and organizes the activities of the Local Agency Formation Commission (LAFCO) as mandated by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The LAFCO Senior Planner is the advanced journey level in the series. Incumbents in this class demonstrate a high degree of technical knowledge and perform the most difficult and responsible types of duties. Incumbents are required to be fully trained in policies and procedures related their assigned work area. This classification is distinguished from the LAFCO Principal Planner level in that the incumbent performs complex and sensitive planning and analysis under closer supervision with less independence and responsibility. Incumbents in this classification report directly to the LAFCO Executive Officer.

Essential Functions

Duties may include, but are not limited to, the following:

- Attends all meetings of the LAFCO Commission, confers and advises the Commission on a variety of issues including questions pertaining to LAFCO powers, duties, functions and obligations;
- Researches, compiles, synthesizes, analyzes, and interprets information and data necessary to meet state law requirements and LAFCO policies and objectives;
- Reviews and analyzes complex proposals filed with LAFCO (local agency boundary changes, consolidations, etc.), conducts field investigations, makes recommendations and prepares and presents detailed and concise staff reports and presentations;
- Conducts informational studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive;
- Reviews, analyses, and prepares written comments on city or county proposed development projects, land use documents (i.e., general plans), and California Environmental Quality Act (CEQA) documents that may require LAFCO action;
- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Participates in the development of the LAFCO work plan; develops and implements goals, objectives, policies and procedures; monitors workflow; reviews and evaluates work products, methods and procedures;
- Organizes LAFCO activities including development and preparation of the Commission meeting agenda packet;
- Assists in the preparation and monitoring the LAFCO budget; forecasts additional funds needed for staffing, equipment, materials and supplies;
- Makes presentations and manages public participation/outreach processes relating to pending LAFCO proposals, programs, laws; and LAFCO Policies and Procedures;
- Builds and maintains positive working relationships with co-workers, other County employees, elected officials and staff of all local governmental agencies and the public;

- Represents the Commission before various public and private policy making boards and agencies; organizes local agency summits, and participates in outside community and professional groups and committees;
- Provides technical assistance to local agencies or the public as necessary, especially with regard to local agency best practices and preparation of applicant proposals;
- Directs lower-level staff activities, manage contracts and consultants;
- Performs administrative functions such as developing policies and procedures, processing claims and deposits, and updating the LAFCO website;
- Builds and maintains positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service; and
- Performs other related duties as assigned.

Employment Standards

Any combination of education, training and experience which provides the required knowledge, skills and abilities is qualifying. A typical way to qualify is as follows:

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, economics, engineering, architecture, resource and environmental management, or closely related field; AND

Experience: At least three (3) years of increasingly responsible experience in a public agency performing advanced land-use planning, public facilities, infrastructure needs and financing, or resource and environmental management, or other closely related duties. LAFCO experienced is desirable.

License

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of: principles and practices of land use planning and local government including the organizational structure and service delivery systems of local agencies such as counties, cities and special districts; the purpose of a LAFCO, including rules and regulations as determined by statute pertinent to LAFCO, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act and the Brown Act, among others; modern office procedures, methods and computer equipment utilizing Microsoft 365.

Ability to: personally organize, prepare, and present clear, concise, and well organized written and oral reports; represent the Commission as appropriate in a responsible and effective manner; provide administrative and analytical support activities for the Commission; analyze budget and technical reports; understand, interpret, apply and communicate laws, codes, rules, regulations, policies and procedures; problem solve; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; gain cooperation through discussion and persuasion; conduct field reviews of proposal sites throughout the county; work autonomously; establish and maintain effective working relationships with those contacted in the course of work.

Environmental & Functional Factors

Incumbent performs work inside of buildings; works alone or closely with others; deals with stressful situations in a calm, professional manner; manipulates paperwork; performs work while standing or sitting; moves/ transports oneself from one worksite to another; communicates verbally with co-workers and clients; sees things up close and hears well.

Medical Class

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.