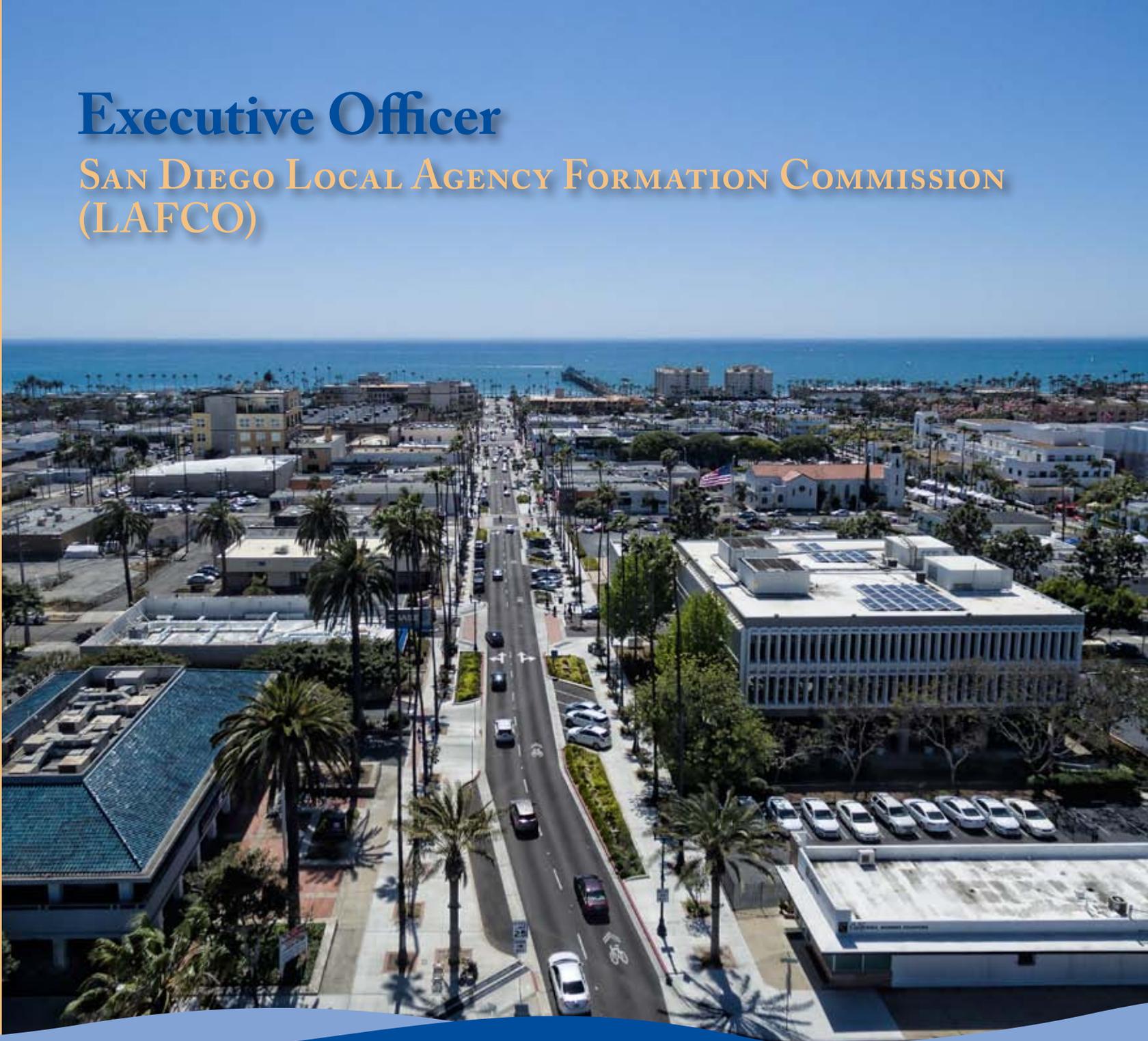


Executive Officer

SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
(LAFCO)



Peckham & McKenney
"All about fit"

**PECKHAM
&
MCKENNEY**
EXECUTIVE SEARCH

SAN DIEGO COUNTY

The San Diego Local Agency Formation Commission (LAFCO) serves San Diego County, the southernmost major metropolitan area in the State of California. The county enjoys incredible geographic diversity including 70 miles of scenic coastline and beautiful beaches, fertile inland valleys, chaparral-carpeted mountains and the captivating beauty of the Anza-Borrego desert. The county is bordered by Riverside County and Orange County to the north; Imperial County to the east; Mexico to the south; and the Pacific Ocean to the west. The region encompasses 4,526 square miles and has a population of approximately 3.3 million, with the vast majority of residents living in the county's 18 incorporated cities. The county also includes a large unincorporated area that is primarily open space or undeveloped, with large tracts of federal, state, or regional parklands, and agricultural production areas.

San Diego County's thriving economy includes military and defense-related industries, tourism, biosciences, software, international trade, agriculture, research and manufacturing. Its educational institutions, including the University of San Diego, San Diego State University, California State University at San Marcos and the University of California San Diego, are nationally recognized for their excellence and serve as incubators for the region's innovative leaders and entrepreneurs. The healthcare system in San Diego County is considered to be among the best in the nation with 26 accredited hospitals.

With nearly perfect weather year-round, residents and visitors have the opportunity to enjoy outdoor recreational activities of every kind. In addition, the county is home to numerous attractions including the San Diego Zoo, the San Diego Zoo Safari Park, SeaWorld, Legoland, Balboa Park and Cabrillo National Monument. The region is also home to the Del Mar Racetrack, the Padres professional baseball team, the San Diego Sockers (Indoor Soccer) and the San Diego Gulls (Ice Hockey). Cultural amenities abound and include a variety of museums and art centers, as well as symphony, ballet, opera and theatre companies.

For more information about San Diego County, please visit <https://www.sandiego.org>.

THE ORGANIZATION

Mandated by the State legislature, every county in California has a Local Agency Formation Commission to encourage the orderly formation of local governmental agencies, preserve agricultural land resources, and discourage urban sprawl. The San Diego LAFCO was established in 1963 and is an independent regulatory agency with quasi-legislative authority. The thirteen-member Commission consists of eight regular commissioners from five different membership categories: two commissioners are members of the County Board of Supervisors; one commissioner is from the San Diego City Council; two commissioners are city council members from the 17 other incorporated cities; two commissioners are directors from independent special districts; and one commissioner represents the public. In addition,

there are five alternates to the regular members -- one for each membership category. All commissioners serve four year terms. There is also a standing 16-member Special Districts Advisory Committee, plus other ad hoc committees that are formed for special projects and issues.

LAFCO is responsible for coordinating, directing and overseeing logical and timely changes to local government boundaries including annexation and detachment of territory, incorporation of cities, formation of special districts, and consolidation, merger and dissolution of special districts. LAFCO also is charged with reviewing ways to reorganize, simplify, and streamline governmental organization. Over the past 29 years, the San Diego LAFCO has streamlined government services in the county by consolidating 83 special districts. In 2018, the San Diego LAFCO will begin a major update to its Spheres of Influence, Municipal Service Reviews, Disadvantaged Community Program, and launching an Unincorporated Island Annexation Program. These programs will affect 18 municipalities and 80 special districts.

The San Diego LAFCO has been honored with sixteen statewide awards for its professional excellence and innovation. It was recognized by the California Association of Local Agency Formation Commissions (CALAFCO) in 1998, 2002 and 2004 as the "Most Effective Commission" in the State.

The approved Fiscal Year 2017-18 budget is \$1.9 million. There are six salaried members of the staff and an equal number of contract staff.

For more information about San Diego LAFCO, please visit: <http://www.sdlafo.org>.

THE POSITION

The Executive Officer is a full time, at-will employee directly appointed by the Commission. The Executive Officer is responsible for the implementation of policies and directives of the Local Agency Formation Commission and is responsible for administering and supervising the day-to-day activities, finances, personnel, and other duties and responsibilities of the Commission.

The Commission is seeking a proven leader of integrity that is innovative, and dynamic with exemplary professional qualifications. In addition, the successful candidate will have outstanding oral and written communication skills, excellent judgment, strong follow-through, impeccable work ethics, and a proven management, budgetary and supervisory track record.

The Executive Officer must be:

- Self-disciplined and self-directed;
- Able to set an appropriate example for others by maintaining high ethical standards;
- Able to be responsive to the Commission by fully implementing board goals in a timely manner;
- Organized and demonstrate a track record to manage, design, and complete complex projects within tight deadlines;
- Innovative by identifying creative solutions to successfully resolve jurisdictional issues;
- Diplomatic and able to maintain neutrality while presenting LAFCO staff recommendations;
- Capable of supervising a diverse, professional staff;
- The ability to be flexible but professional;
- Able to establish a strong, capable team;
- Able to manage the work of staff, consultants, and special committees;

- Able to develop, implement, and live within a conservative operational budget;
- Knowledgeable about state laws, legislative processes, and procedures governing LAFCO, State of California planning, zoning and environmental laws;
- Knowledgeable about public facilities and services provided by local government;
- The ability to establish good working relationships.

The position requires a Bachelor's degree from an accredited four-year college or university, preferably with a degree in public policy, political science, public administration, business administration or urban/city and regional planning. A graduate degree in the above or related fields is highly desirable. The position requires at least five years of progressively responsible administrative, budgetary, and supervisory experience within the last ten years. Three of those five years must have included work involving local governmental agencies. Relevant private sector or military experience will also be considered. Work with land use and regulatory agencies areas in California is highly desirable.

THE COMPENSATION

The salary is negotiable depending on the experience and qualifications of the selected candidate. The current range is \$131,684 to \$208,145, plus \$600 per month automobile allowance. In addition the Commission offers a comprehensive benefits package including:

VACATION – Accruals are credited on a biweekly basis and available for use as it is accrued: 10 days (1 through 5 years of service); 15 days (5 through 10 years of service), 20 days (10 plus years of service and over). Year to year carry-over accruals are limited to twice the employee's annual rate.

SICK LEAVE – At time of hire, an employee is credited ten days of reserve sick leave pending normal accrual during the first year of employment. Thereafter, accruals are credited on a biweekly basis and available for employee use once credited. Employees accrue 13 days of sick leave each year.

HOLIDAYS – There are eleven regular holidays annually: New Years' Day, Martin Luther King Day, Cesar Chavez Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (2 days), and Christmas Day. Employees who have paid service during the second pay period of the fiscal year will receive 16 hours of floating holiday hours to use at their discretion (with supervisory approval).

MISCELLANEOUS PAID LEAVES – Miscellaneous paid leave may be available subject to Commission approval on an individual basis for other purposes, such as military leave, bereavement, jury duty, etc.

FLEXIBLE BENEFIT PLAN – This flexible benefit program gives an employee the freedom to choose from a menu of benefits. These benefits are paid on a pre-tax basis (excluding supplemental life insurance). The monthly benefit credits are

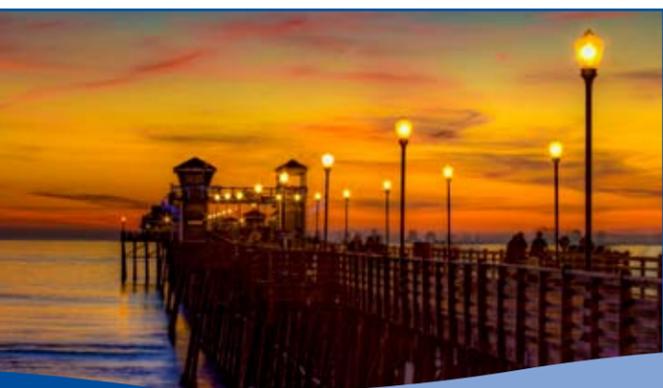


Photo Credit: Don Greene

scheduled to increase in 2018, but the amounts currently paid by LAFCO are as follows:

Employee Only: \$646.00

Employee + 1 Dependent: \$938

Employee + 2 or More Dependents: \$1,313.50

DENTAL INSURANCE – Employees may elect coverage under one of two dental plans offered by Delta Dental DeltaCare USA DHMO.

Employee only: \$6.84; Employee +1 dependent: \$12.36; Employee +2 or more dependents: \$15.83.

Employees that elect Delta Dental PPO pay the following: \$24.05; Employee +1 dependent: \$48.08; Employee +2 or more dependents: \$68.66.

VISION INSURANCE – Employees may elect coverage under Vision Service Plan (VSP) freedom of choice of providers. Eligible dependents are covered through the end of the month in which they turn age 26.

LIFE INSURANCE – LAFCO provides a basic policy of one-time annual salary with a minimum of \$50,000 and a maximum of \$1,000,000 for each employee. A \$2,000 basic policy for a legal spouse and each child from birth to 26 years of age is also provided. Supplemental employee coverage of 1, 2 or 3 times annual salary to maximum of \$1,000,000 is available under the flexible benefit plan. These plans are underwritten by Met Life.

ACCIDENTAL DEATH AND DISMEMBERMENT –

LAFCO provides a basic policy of one-time annual salary with a minimum of \$50,000 and a maximum of \$1,000,000 for each employee. Additional employee coverage of 1, 2 or 3 times annual salary up to a maximum of \$1,000,000 is available under the flexible benefit plan. These plans are underwritten by Met Life.

FLEXIBLE SPENDING ACCOUNT – Employees can pay for certain health care and dependent day care with tax-free dollars under the flexible benefit plan. The Health Care Account is used to pay for medical, dental and vision expenses that are not covered by a health plan. The Dependent Day Care Account is used to pay for child care or care for other dependent family member(s).

HEALTH SAVINGS ACCOUNT (HSA) – Employees can open an HSA account to pay for or reimburse qualified health expenses and save for medical and retiree health expenses on a tax-free basis. Funds roll over and accumulate year to year if not spent.

LIMITED PURPOSE FLEXIBLE SPENDING ACCOUNT – Employees can use a LPFSA in conjunction with a Health Savings Account (HSA). The program allows an employee to put away money on a tax-free basis to pay for dental and vision expenses not covered by insurance.

RETIREMENT – LAFCO is a participating employer in the San Diego County Employees Retirement Association (SDCERA) and provides a defined benefit pension plan. Permanent employees automatically become members and contribute to their benefit from each biweekly paycheck. Contact SDCERA at (619) 515-6800 or visit www.sdcera.org for additional information.

DEFERRED COMPENSATION – Employees may elect to defer a portion of their compensation to a 457 Plan and/or a 401A Plan. The administrator of both plans is Nationwide Retirement Solutions. Contact Deferred Compensation at (619) 531-5840.

SEARCH SCHEDULE

Filing Deadline..... June 30, 2017

Preliminary Interviews..... July 10-11, 2017

Recommendation of Candidates..... July 20, 2017

Finalist Interview Process July 27-28, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Clay Phillips toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com