

**EXECUTIVE ASSISTANT/LAFCO Clerk**  
**Full-time Monthly Salary Range: \$4,702 - \$5,865**

**THE POSITION**

*Are you looking for an interesting career in public service?* The Contra Costa Local Agency Formation Commission (LAFCO) is seeking a talented and motivated individual to fill a **part-time (20 hours per week)** Executive Assistant position. Under the direction of the LAFCO Executive Officer, this position performs a variety of executive administrative and secretarial duties. The position serves "at will" and is exempt from FLSA overtime.

The ideal candidate will:

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

For a complete job description and benefit information visit the LAFCO website at <http://contracostalafco.org/>

**MINIMUM QUALIFICATIONS**

**Education:** Possession of a high school diploma, GED equivalency, or a high school proficiency certificate.

**Experience:** Five (5) years of full-time (or the equivalent of full-time) experience performing clerical duties, at least two (2) years of which must have entailed executive secretarial responsibilities.

**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
- Prepares and proofs correspondence, memoranda and other written materials
- Tracks correspondence, filings, and materials with deadlines and expiration dates
- Handles a wide variety of correspondence which requires knowledge of policies and procedures and research skills
- Answers and screens telephone calls and visitors
- Serves as liaison between the Executive Officer, officials and 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 Texeira, Executive Officer, Contra Costa LAFCO, 651 Pine Street, 6<sup>th</sup> Floor, Martinez, CA 94553 or email to [info@lafco.cccounty.us](mailto:info@lafco.cccounty.us). The deadline for submittal is **5:00 pm on Friday, May 31, 2019**. Each candidate will be evaluated on the relevant education and experience as presented in the resume and cover letter.
2. **Interview:** Following review of the cover letter and resume, a select group of the most qualified candidates will be invited to an interview.

**DATE OPENED: May 13, 2019**

**DATE CLOSED: May 31, 2019**