

CLERK ANALYST

Contra Costa Local Agency Formation Commission (LAFCO)

Martinez, California

Salary: \$5,150 - \$6,950 monthly



Excellent benefits for employees and eligible dependents including retirement, medical, dental, vision, deferred compensation, vacation/sick leave/admin leave/personal time.

Contra Costa LAFCO seeks an experienced, self-motivated person to fill our new full-time Clerk/Analyst position. Under direction of the LAFCO Executive Officer (EO), performs executive administrative, secretarial, and analyst duties including assembling meeting agenda packets & meeting notices; preparing meeting documents (e.g., minutes, resolutions, etc.), researching, developing, maintaining, and updating LAFCO files & records systems for tracking applications, project activities, contracts, etc.; requisitioning supplies/services; maintaining expenditures & revenue records; preparing/ proofreading reports, correspondence, memoranda, etc.; tracking correspondence & filings with deadlines & expiration dates; managing correspondence; knowledge of policies & procedures; answering/screening phone calls/visitors; serving as liaison between the EO, officials, staff, the public, and interacting with Commissioners.

Applicant must possess strong interpersonal and public relations skills; exercise discretion, good judgment, and integrity in representing LAFCO; demonstrate excellent written & verbal communication skills; able to follow-thru, manage time, and work independently; possess relevant office/computer skills and use various equipment (i.e., computers, copy machines, software programs including Microsoft Word, Excel, Outlook, PowerPoint).

Minimum qualifications: Graduation from a 4-year college with a degree in public administration, public policy, political science, business, or related field. Years of experience may be substituted for college requirement. Minimum of 5 years of full-time (or full-time equivalent) local government experience performing administrative duties, clerking public meetings, preparing meeting agenda packets, office management, budgetary/fiscal management, records/contracts management, and/or other areas that require analytical and writing skills. Any combination of education & experience required in the job description.

APPLY IMMEDIATELY (by December 12, 2022 at 5:00 pm or until filled). Submit resume and cover letter to: Lou Ann Texeira, Contra Costa LAFCO, 40 Muir Road, 1st Floor, Martinez, CA 94553 or email to: LouAnn.Teixeira@lafco.cccounty.us - Questions? 925-313-7133.