

**Local Agency Formation Commission
Orange County**

**EMPLOYMENT OPPORTUNITY:
OFFICE MANAGER/COMMISSION CLERK**

The Orange County Local Agency Formation Commission (www.orange.lafco.ca.gov) is looking for a top notch administrative professional to manage general office operations and administration of the agency, including the bookkeeping and communications functions.

Job Summary:

The Office Manager / Commission Clerk (OM/CC) works directly with the Executive Officer and Assistant Executive Officer in managing the office's day-to-day internal and external administrative, communications, and bookkeeping needs. The OM/CC provides overall staff support to maintain efficiency in everyday business, as well as general clerical support to facilitate the proposal processing and other general office functions. In addition, the OM/CC functions also as the official "clerk" of the agency and is responsible for performing certain legally mandated duties.

Duties and Responsibilities:

General/Administrative/Office Management

- Provide overall administrative and general clerical support for all staff in the areas of project management, purchasing, contract administration, equipment maintenance, staff timekeeping, and payroll.
- Responsible for overall office reception and general inquiries, including greeting visitors, answering phones, and distributing mail including information from local newspapers, other agencies, and individuals.
- Edit and maintain routine to complex administrative and agency correspondence, spreadsheets, legal documents, and databases.
- Manage document retention by maintaining both an electronic database of project files as well as hard copy paper project files.
- Manage EO calendar, make appointments, and travel arrangements as necessary.
- Perform a wide variety of routine typing and clerical tasks.

Clerking/Communications

- Clerk all the agency's public meetings. Clerking duties include the preparation of public notices, draft and final agendas, meeting minutes, and all the agency's legal recordings (e.g., resolutions, certificates of completion, etc.) and the posting/filing these documents within the legally mandated timeframes.
- Timely recordation and distribution of public documents and filings with appropriate local, regional, and state agencies.
- Develop and update agency website on a monthly basis (i.e., the web agenda update) and as necessary. Should be familiar with FTP (file transfer protocol) applications.
- Handle and coordinate responses to inquiries that come into the agency via its website.

- Work with agency staff to prepare reports and ensure quality control of written products.
- Produce and distribute Commission agendas, staff reports, and public hearing notices.
- Maintain hard copy mailing lists as well as electronic distribution lists.

Bookkeeping

- Under direction of EO and agency accountant, monitor accounts, route invoices, and prepare payments for invoices, financial reports, and financial statements for specific projects as requested.

Education, Experience and Knowledge:

AA degree or equivalent combination of education and experience. At least five years of relevant secretarial experience. Government experience preferred but not required. Thorough knowledge and understanding of public agency operations, policies and procedures. Must have significant experience in general office operations, including at least three years of bookkeeping experience.

Specific Skills:

Strong organization and careful attention to detail required. Must possess excellent verbal and written communication skills. Must be able to multi-task and set priorities with minimal supervision. Must have the ability to exercise independent judgment within agreed upon limitations, make administrative decisions, and take action on behalf of superior based on knowledge of agency's organization, policies, and personnel. Requires excellent computer skills (i.e., Word, Excel, Access, QuickBooks, Dreamweaver).

How to Apply:

Please send cover letter, resume, and salary history to Executive Officer Joyce Crosthwaite at jcrosthwaite@orange.lafco.ca.gov. Submissions without salary history will not be considered. **No agencies and no phone calls please.** EOE.