

CHAPTER IV

Duties of the Executive Officer

Section 15. The Executive Officer appointed by the Commission shall attend each meeting of the Commission and maintain a record of all proceedings. The Commission shall set forth the duties of the Executive Officer in job specifications or other such documents.

Section 16. The Executive Officer shall prepare an agenda for each meeting. The agenda shall comply with the Cortese-Knox-Hertzberg Government Reorganization Act of 2000 and the Ralph M. Brown Act.

Section 17. The Executive Officer essential knowledge, skills and abilities include the principles and practices of public administration including the organizational structure and service delivery systems of local government agencies such as counties, cities and special districts.

Section 18. In executing the authority and power of the office, the Executive Officer represents the purpose and mission of the San Joaquin Local Agency Formation Commission, including operating procedures and rules and regulations as determined by statutes. In doing so the Executive Officer implements pertinent local, State and Federal rules, regulations and laws. In discretionary actions the Executive Officer demonstrates best feasible principles and practices of policy development, budgeting and professional code of conduct, including, but not limited to, applicable provisions of the American Institute of Certified Planners Code of Ethics and Professional Conduct.

Section 19. The Executive Officer Organizes and directs administrative and analytical support activities for the Commission using the principles and practices of organizational analysis, management leadership, motivation, team building, empowerment and conflict resolution.

Section 20. The Executive Officer investigates and implements modern office procedures, methods and technology to ensure the Commission's operational efficiency.

Section 21. On a continuous basis, the Executive Officer analyzes budget and technical reports; interprets, evaluates and writes staff reports; apply knowledge skills and abilities to laws, regulations and codes; observe performance and evaluate staff; problem solve LAFCO related issues; remember various rules; and explain and interpret policy.

Section 22. The Executive Officer works both autonomously and as a member of a project delivery team and/or committee in the analysis of challenges, identification of alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. In doing so, gain cooperation through discussion and persuasion.