The Fresno Local Agency Formation Commission (LAFCo) is a public agency established in each county by the State legislature to encourage the orderly formation of local governmental agencies; to preserve agricultural land resources; and to discourage urban sprawl. The Fresno LAFCo is composed of two members of the Fresno County Board of Supervisors, two members from the city councils in the county, and a public member.

Job Responsibilities: Under close supervision, the intern will perform a variety of administrative and planning tasks, including project research, field studies, environmental assessment, project and data management, maintaining the Commission’s database, and related work as required.

Qualifications: Knowledge of English spelling, grammar, and punctuation; basic mathematics; accurate record-keeping methods and appropriate safety precautions and procedures, attention to detail, responsible work ethic.

Ability to: Operate a vehicle observing legal and defensive driving practices; learn to operate office personal computer for record-keeping; maintain accurate records; understand and carry out oral and written instructions and establish and maintain effective working relationships with those contacted in the course of work.

Possession of a valid California Driver's License and a good driving record is required.

Education Requirement Equivalent to completion of the twelfth (12th) grade; thirty-two (32) semester units, or equivalent, of college-level coursework in planning, urban geography, architectural design or a closely related field is required.

One year of experience in public administration, planning, urban geography or related field is preferred but not mandatory.

A stipend of $10.00 - $15.00 hourly, depending on qualifications. There are supplemental sick leave benefits associated with part-time and temporary positions.

Work schedule is to be negotiated based on a balance of the LAFCo’s needs and intern’s class and study schedule.

Please email Candie Fleming, Clerk to the Commission, at CFleming@co.fresno.ca.us for application materials and any additional information.