

# **ESTHER GARCIA-NEGRETE**

## **Commission Clerk/Office Manager**

Esther Garcia-Negrete joined the Orange County LAFCO team in 2007 and currently serves as Commission Clerk and Office Manager. Ms. Garcia-Negrete is responsible for providing overall administrative support to the Commission and staff.

As Office Manager, she oversees the areas of purchasing, vendor contracts, equipment maintenance, agency timekeeping system, and staff payroll. In her role as Commission Clerk, she is responsible for ensuring that the Commission's project documentation adheres to the legal mandates required by the county and state.

Ms. Garcia-Negrete is currently working on her undergraduate degree in Public Administration from California State University, Fullerton.