

# CHERYL CARTER-BENJAMIN

## **Commission Clerk/Office Manager**

Cheryl Carter-Benjamin joined the Orange County LAFCO team in 2011 and currently serves as Commission Clerk and Office Manager. Mrs. Carter-Benjamin 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.

Mrs. Carter-Benjamin resides in Hawthorne, CA with her husband and children.