

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

RECRUITMENT FOR ASSISTANT POLICY ANALYST

The El Dorado Local Agency Formation Commission (LAFCO) is seeking a skilled and motivated individual to serve as Assistant Policy Analyst. This individual will work closely with the (Interim) Executive Officer to perform a variety of special projects and specialized technical services involving administrative, financial, policy, data and systems analysis, and serves as support staff to working groups and committees of the LAFCO.

Under State Law, LAFCO is mandated to ensure the logical formation and determination of the local government agency boundaries which affect growth and development patterns, delivery of urban services, and agricultural and open space lands within El Dorado County. The 7-member Commission generally holds regular meetings on the fourth Wednesday of each month.

The salary range is \$4,306 - \$5,233/month, depending on qualifications.

El Dorado LAFCO offers a comprehensive benefits package, including medical and retirement. For additional information contact Erica Sanchez, Interim LAFCO Executive Officer, at (530) 295-2707.

This position will use your skill in:

- Performing data and information collection, making accurate statistical and/or mathematical computations, and interpreting and evaluating facts pertaining to administrative, fiscal and organizational matters.
- Understanding, researching, analyzing and interpreting complex policies, procedures, ordinances, federal, state, and local statutes and regulations.
- Planning, scheduling, prioritizing and organizing workload, coordinating work with other employees, meeting deadlines and balancing multiple priorities.
- Communicating clearly and effectively, both orally and in writing, to boards, commissions and other groups.
- Preparing and maintaining clear, concise, and complete records, reports, surveys and recommendations.
- Establishing and maintaining cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Exercising judgment and discretion with confidential and sensitive matters.

Examples of duties:

- Assist in the review and formulation of policies, procedures, and work standards to ensure that the Commission's goals and objectives are met; prepare reports and make recommendations on policies, procedures, and programs.
- Coordinate the development and implementation of short and long-term goals, strategic and work plans, objectives, and programs.
- Conduct short and long-term budgetary analysis; provide and present relevant budgetary information regarding the financial condition and needs of the agency to the Commission.

- Manage the request for proposals process and professional services agreements for the preparation of municipal service reviews.
- Conduct intermediate research, data collection, and related analysis in evaluating local agencies and their governmental services in the preparation of municipal service reviews.
- Assist with a variety of administrative functions, including the development of the agency budget, fee schedules, surveys, records and data management.
- Participate in and attend meetings of various committees and organizations as required; make presentations before governing bodies; serve as support staff to panels and committees.
- Research, analyze and prepare agenda items for presentation to the Commission; assist and coordinate agenda process.

Candidates must possess the following education and experience:

- Equivalent to graduation with a Bachelor's Degree from an accredited college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science, or a closely related field.
- Experience in local government, land use planning, budget preparation and analysis, policy analysis and writing, and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 is desirable but not necessary.
- A valid California Driver's License is required.

To Apply: Submit a letter of interest, resume and references to El Dorado LAFCO, 550 Main St. Suite E, Placerville, CA, 95667 or via email at lafco@edlafco.us. The position is open until filled.