

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

RECRUITMENT FOR ASSISTANT POLICY ANALYST

The El Dorado Local Agency Formation Commission (LAFCO) is pleased to announce a job opportunity. LAFCO is seeking a skilled and motivated individual to serve as Assistant Policy Analyst. The Assistant Policy Analyst is an analytical technician responsible for the performance of specialized duties and obligations assigned to the position by LAFCO policy and State Law.

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 \$3,719 - \$4329/month, depending on qualifications.

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

This position requires the following skills:

- The ability to quickly and easily seamlessly transition between general administrative tasks and more analytical functions.
- Effective oral and written communication skills.
- Perform basic to intermediate quantitative analysis.
- Positively collaborate and contribute within a small governmental agency.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain effective working relationships with others, both within LAFCO and with outside agencies and interested parties.
- Exercise sound independent judgment in performing assignments.
- Maintain accurate records and files.

Examples of duties:

- Conduct basic to intermediate research, data collection, and related analysis in evaluating local agencies and their governmental services in the preparation of municipal service reviews and related regional planning studies.
- Prepare charts, tables, and spreadsheets to facilitate analysis and display of information.
- Support for all Commission meetings including the postings of legal notices, proofing the agendas and meeting materials; staff support to Commission meetings; preparing minutes and final meeting records; tracking and maintaining legal or policy deadlines; distributing all post-Commission action materials.
- Support for Commission actions including review of resolutions and related documents for correctness; distribution, recording, and filing records of Commission actions.

- Assist in the preparation of agendas and associated staff reports and organize and prepare Commission packet for distribution.
- Ownership of the agency's digital archiving project.
- Ownership of the agency's municipal service review program.
- Assist in making presentations before the Commission and other local governmental agencies and community groups.
- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities.
- Manage administrative functions such as devising filing systems and protocols, maintenance of official records, and formulation of procedural guidelines.
- Respond to public inquiries while exercising independent judgment in providing information and/or referring questions to other staff.
- Assist the Executive Officer in making payments and performing related data entry and management of El Dorado LAFCO's accounting system.
- Utilize a variety of computer software programs to prepare reports, maps, diagrams, graphs, and other material related to duties.
- Maintain the LAFCO website and its Laserfiche archive system.
- Develop and use computerized spreadsheets and databases.
- When necessary, assist in various phases of processing applicant proposals for boundary changes, outside service extensions, and reorganizations of local government agencies including project initiation and completion, tracking and maintaining legal and policy deadlines, etc.

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, geographic information systems and the California Environmental Quality Act is desirable but not necessary.
- A valid California Driver's License is required.

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