

**APPENDIX G**  
**Position Descriptions**

**EL DORADO LAFCO**  

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**LOCAL AGENCY FORMATION COMMISSION**

*ADMINISTRATIVE ASSISTANT*

*ASSISTANT POLICY ANALYST*

*ASSISTANT EXECUTIVE OFFICER*

*EXECUTIVE OFFICER*

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### ***ADMINISTRATIVE ASSISTANT***

#### **DEFINITION**

Under the supervision of the LAFCO Executive Officer and working closely with the Commission Clerk and Policy Analyst, the incumbent performs a variety of administrative and clerical duties, staff support functions and activities and other related duties as assigned on a part-time basis.

#### **DISTINGUISHING CHARACTERISTICS**

This position provides direct secretarial and office administrative assistance to the Executive Officer, to the Commission and to other staff as required. General guidelines for action are normally established by the Executive Officer; however, day-to-day activities may require the use of initiative and independent judgment, particularly when prioritizing work from several staff members or when dealing with a variety of projects from other staff and/or representatives of other agencies and the public.

#### **EXAMPLES OF DUTIES**

##### **MEETINGS AND PROCEEDINGS**

- Supports all Commission meetings, including organizing and distributing meeting packet to Commission, and posts legal notices and agendas.
- Reviews letters, memoranda, resolutions and other related documents for grammatical correctness prior to distribution.
- Administration of FPPC regulations and disclosure/disqualification documents, including serving as agency filing officer.
- Coordinates LAFCO Special District elections, including preparation and distribution of ballots, tallying results for certification by Executive Officer, etc.

##### **OFFICE OPERATIONS AND MANAGEMENT**

- Facilitates and coordinates personnel administration, including record keeping, distributing recruitment flyers, new hire set ups, processing reclassifications and separations.
- Maintains adequate office supplies inventories, including submitting orders and tracking usage.
- Provides purchasing support, price comparison, product research and recommendations.

- Coordinates office services including equipment, computer, phone, janitorial services and repairs, etc.
- Coordinates office hours including staffing, closures and office coverage
- Maintains content of LAFCO website
- Coordinates and serves as liaison for communications, including public noticing, contact with the public, other interested parties and media, maintenance of distribution lists and web site
- Provides clerical support to unit administration functions by processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; may receive monies; maintains workload statistics, and other records; assists in report and budget request preparation, researching, and compiling information; establishes and documents clerical operational and work methods procedures
- Provides coverage to Commission Clerk for accounts payable on an as-needed basis.

### **RECORDS MANAGEMENT**

- Manages records and data files, including administrative records, subject and archive files, inventory of local agencies, etc.

### **SECRETARIAL DUTIES**

- Creates and formats documents, forms, mail merges, etc.
- Coordinates document production including the Inventory of Local Agencies, various studies and reports, meeting packet and other mailings.
- Coordinates communications, internal and external, including USPS and electronic mail, phones, messages, etc.
- Uses and maintains basic office machines, such as faxes, copiers, printers, etc.
- Interviews office visitors and refers individuals to proper source of information; receives and screens callers, forwards to appropriate individuals inquiries from the public; evaluates described problems and responds to questions regarding agency services or official notices sent by the agency; provides the public and interested individuals with general procedural and/or specific program information; may take messages and schedule appointments.
- Coordinates travel and meeting logistics including travel requests, reimbursement, reservations.

## **QUALIFICATIONS**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

**EDUCATION AND/OR EXPERIENCE**

- Three years of general clerical or office support experience or one year of secretarial experience at a level equivalent to the County's class Secretary.

**KNOWLEDGE OF:**

- Advanced knowledge of standard office administrative and secretarial practices and procedures, including multi-line telephone reception, filing and business letter writing.
- Advanced knowledge of Microsoft Word and Excel.
- Skill in organizing work, setting priorities, meeting critical deadlines, and following assignments with minimum of direction.
- Using tact, discretion, initiative and independent judgment with established guidelines.

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### ***ASSISTANT POLICY ANALYST***

#### **DEFINITION**

The Assistant Policy Analyst works under the immediate direction of the Executive Officer and principally tasked with performing data collection and associated analyses in assisting El Dorado LAFCO prepare various studies on local government as required under State law. No direct supervision is exercised over others. The incumbent, however, is expected to collaborate and coordinate tasks with others within and outside of El Dorado LAFCO in meeting position duties. Incumbents are expected to work fulltime schedules and average between 32 to 40 work hours a week.

#### ***DISTINGUISHING CHARACTERISTICS***

The Assistant Policy Analyst performs a wide range of entry to intermediate duties at the direction of the Executive Officer and with additional oversight provided by higher level staff (Assistant Executive Officer and/or Policy Analyst). Incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position. This includes performing data collection and assisting in the associated analysis in the preparation of studies required of El Dorado LAFCO under State Law that culminate in making recommendations to the Commission on potential governmental reorganizations, boundary changes, and other related matters.

The incumbent may also serve as a resource to the staff, committees, boards or commissions of other local agencies in El Dorado County as needed. Other pertinent characteristics include maintaining the LAFCO website, responding to public inquires and organizing agency records. Training will be provided, and as experience is gained, assignments may gradually become more complex and varied. No supervision is exercised over others.

#### **EXAMPLES OF DUTIES**

- Support for all Commission meetings including the postings of legal notices, agendas, meeting materials; staff support to Commission meetings; preparing minutes and final meeting records; tracking and maintaining legal or policy deadlines
- Support for Commission actions including review of resolutions and related documents for correctness; distribution, recording and filing records of Commission actions
- 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.
- Assist in the preparation of agendas and associated staff reports and organizes and prepares Commission packet for distribution.

- 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.
- 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.
- Ownership of the agency's digital archiving project
- Maintain the LAFCO website and its Laserfiche archive system
- Develops and uses computerized spreadsheets and databases

## **QUALIFICATIONS**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

### **EDUCATION AND/OR 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

### **KNOWLEDGE OF:**

- Role and function of local government and specifically counties, cities, and districts
- Basic public administrative and planning principles and practices
- Qualitative analysis
- Best practices in office management, including filing and records retention
- Standard computer applications and software

- Techniques for dealing effectively with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone

**SKILL IN:**

- Multi-tasks between general administrative and analyst functions
- Effective 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
- Exercise sound independent judgment in performing assignments
- Maintain accurate records and files

**Approved: September 27, 2017**

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# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### ***ASSISTANT EXECUTIVE OFFICER***

#### **DEFINITION**

Under the general direction of the Executive Officer, provide overall project management for state mandated programs of LAFCO as established by local policy and State Law. The Incumbent performs and manages complex professional work in support of LAFCO, including data collection and analysis, report preparation, public contact; and other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The LAFCO Assistant Executive Officer is an “at will” management employee who performs all duties necessary for the proper and efficient management of LAFCO as determined by State Law, El Dorado LAFCO and the Executive Officer. In the absence of the Executive Officer, the Deputy Executive Officer reports directly to the Commission and functions as the Executive Officer.

The Assistant Executive Officer acts as program coordinator and project manager to implement various components of the El Dorado LAFCO work program, including Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) Updates; reviews and analyzes proposals to change local agency boundaries; conducts complex studies related to the provision of local governmental services; analyzes data, presents summarized information and recommendations to the Executive Officer and the Commission; and provides managerial assistance to the Executive Officer.

#### **EXAMPLES OF DUTIES**

- Provide overall project planning, analysis, proposal recommendations and management on routine jurisdictional changes, complex reorganizations, consolidations of special districts, mergers of districts with cities and LAFCO-initiated consolidations, incorporation of cities and other changes to agencies as allowed in State Law;
- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet State Law requirements and El Dorado LAFCO policies and objectives;
- Reviews and analyzes proposals filled with LAFCO, conducts field investigations, makes recommendations and prepares and presents staff reports;
- Performs analysis relating to the California Environmental Quality Act (CEQA), reviews and, as necessary, prepares CEQA documents necessary for LAFCO action;
- Conducts special studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive;

- Performs administrative functions such as developing fee schedules, surveys, and policy and procedure manuals;
- Makes presentations and manages public participation/outreach processes relating to pending LAFCO proposals, LAFCO programs and LAFCO laws, policies and procedures;
- Prepares complex graphics, charts and other illustrative materials;
- Provides support to the Executive Officer in analyzing and preparing the LAFCO budget for action by the Commission;
- May act as a first line supervisor; manage contracts and consultants, and serves as acting Executive Officer in the absence of the Executive Officer;
- Participates in LAFCO related organizations and professional associations;
- Performs other related duties as required

## **QUALIFICATIONS**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

### **EDUCATION AND/OR EXPERIENCE**

- Equivalent to graduation from an accredited college or university with a degree in Public Policy, Planning, Political Science, Economics, Sociology or other related areas;
- A minimum of four to six years' experience with LAFCO to include at least three years in an analyst position;
- Must have an understanding of urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government;
- Must have significant experience in handling jurisdictional consolidations, reorganizations and their resultant financing and tax issues;
- A Master's degree in one of these specialties may be substituted for one year of experience.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

### **KNOWLEDGE OF:**

- Pertinent State, Federal and local laws and regulations relating to the organization, financing, services, programs, and functions of cities and special districts;
- Local Agency Formation Commission law, practices and procedures;
- The California Environmental Quality Act, the Brown Act and their application to LAFCO actions;

- Principles, practices, trends and techniques of urban and regional planning and public infrastructure planning;
- Research and statistical methods;
- Interagency relationships;
- Modern office procedures and computer equipment
- State, city and county legislative processes;
- The use of Geographic Information Systems

**SKILL IN:**

- Organizing and directing administrative and analytical support activities for LAFCO;
- Strong analytical thinking and capability of solving complex, multi-layered issues;
- Public speaking, oral and written skills as well as excellent political judgment;
- Project management as well as experience with conflict resolution and mediation;
- Analyzing, interpreting and evaluating technical and budget reports;
- Developing and producing concise and descriptive written and oral reports;
- Establishing and maintaining effective relations with representatives of local agencies, special districts and the public;
- Working on and coordinating several complex and/or controversial projects simultaneously, and delivering timely results;
- Making decisions, evaluating and learning from the results of those decisions;
- Supervising, training and evaluating the work of subordinate staff;
- Collecting, analyzing and interpreting data; extrapolating trends and end results and formulating recommendations;
- Working independently.
- Driving to meetings and conduct field visits throughout the County

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### ***EXECUTIVE OFFICER***

#### **DEFINITION**

Under general policy direction from the Local Agency Formation Commission, the incumbent administers Commission business, provides administrative, research services and advisory services to the Local Agency Formation Commission, and manages specialized administrative staff for the Commission.

The Executive Officer is the designated Environmental Coordinator (Policy 3.2.4), Budget Administrator (Policy 2.1.5), and Purchasing and Financial Officer of LAFCO (Policy 2.7.1).

#### **DISTINGUISHING CHARACTERISTICS**

The Executive Officer of the Local Agency Formation Commission is appointed by, reports to, and serves at the will of the Local Agency Formation Commission. This single position classification, authorized by §56384 of the Government Code, has responsibility for overall policy development, program planning, fiscal management, administration and operation of the Local Agency Formation Commission. The incumbent is responsible for developing and accomplishing administrative goals and objectives, in addition to implementing the applicable provisions of the Government Code, the California Environmental Quality Act, Brown Act, other related statutes and the policy goals of the Local Agency Formation Commission.

#### **EXAMPLES OF DUTIES**

##### **MEETINGS AND PROCEEDINGS**

- Schedules and prepares for regular and special meetings of the Commission, including the public noticing, preparation and timely transmittal of the meeting agenda and related reports and recommendations, and presentation of the reports at the meetings
- Prepares special reports and studies to the Commission as mandated by statute, such as municipal services reviews and spheres of influence
- Monitors new and proposed State and local legislation that pertains to LAFCO and prepares reports to the Commission that includes a recommendation of support or opposition to proposed legislation.
- Processes applications for city and district formation, annexation, reorganization, consolidation, detachments, and extension of services by contract
- Prepares the necessary California Environmental Quality Act documents (e.g. Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans) for those actions in which El Dorado LAFCO is the lead agency

- Reviews and prepares comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission
- Coordinates with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel

### **ADMINISTRATIVE DUTIES**

- Develops, oversees and reviews the budget and its accompanying work plan
- Administers the adopted LAFCO budget by maintaining budget controls, records, files, and making timely payments of claims, deposits of revenues, and preparation of a bi-weekly payroll
- Provides leadership, strategic direction, and management to LAFCO
- Selects, trains, evaluates, supervises and manages clerical staff, employees and consultants
- Assigns work activities, projects and programs
- Monitors work flow and the day-to-day business of LAFCO
- Prepares and manages contracts, subject to the review of the Commission

### **FISCAL AND BUDGET DUTIES**

- Oversight of all financial accounts and transactions
- Prepares and implements the LAFCO budget, including the forecasting of revenue and expenses, and identifies and recommends alternatives for the implementation of the budget, subject to the review of the Commission

### **ADVISORY AND RESEARCH DUTIES**

- Serves as principal staff advisor to the Commission
- Attends all Commission meetings
- Interprets and applies relevant government codes
- Prepares background data, studies, reports and recommendations for LAFCO decisions
- Monitors and evaluates agencies, their service capabilities and proposals for changes of organization
- Executes all required legal documents related to the determinations of the Commission

### **OUTREACH AND LIAISON DUTIES:**

- Represents the Commission before public and private policy-making agencies and community groups
- Coordinates LAFCO processes with the discretionary actions of other agencies

- Participates in related organizations, such as the California Association of LAFCOs and professional associations.

## **QUALIFICATIONS**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills and abilities as detailed above. A desirable combination includes:

### **EDUCATION AND/OR EXPERIENCE**

- Equivalent to graduation from an accredited college or university with a degree in public administration, business administration, planning or a closely related field
- Four years of increasingly responsible experience in a capacity that would have afforded the opportunity to acquire the knowledge and abilities required to administer the functions of a Local Agency Formation Commission.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

### **KNOWLEDGE OF:**

- Pertinent State, Federal and local laws
- Statutory purposes of the Local Agency Formation Commission
- Local government organization, structure, services, programs, and functions
- The California Environmental Quality Act, the Brown Act and their application to LAFCO actions
- Principles and practice of public administration, organizational analysis, leadership, team building and conflict resolution
- Research methodologies, group and organization dynamics, and the communication skills and techniques necessary for gathering, evaluating, and transmitting information to the Commission, other agencies, community organizations, and the general public
- Understanding of urban planning theory and techniques, public finance, public infrastructure planning, environmental laws, and local government
- Modern office procedures and computer equipment
- Knowledge of the use of Geographic Information Systems and maintenance of Internet web sites is desirable

### **SKILL IN:**

- Organizing and directing administrative and analytical support activities for LAFCO
- Analyzing, interpreting and evaluating technical and budget reports
- Gaining cooperation through discussion and persuasion

- Establishing an efficient organization by facilitating consensus building and decision making
- Establishing and maintaining effective working relationships with individuals and groups representing diverse cultures and interests
- Interpreting and applying LAFCO policies, decisions, rules and regulations
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Communicating clearly, orally and in writing
- Driving to meetings and conduct field visits throughout the County