

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 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 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 at (530) 295-2707.

This position will use your 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

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 organize and prepare 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.

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: Submit a letter of interest, a resume and references no later than March 16, 2018 to El Dorado LAFCO, 550 Main St. Suite E, Placerville, CA, 95667 or via email at lafco@edlafco.us.