

# 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: XXXX, 2017**