

Local Agency Formation Commission of Santa Cruz County

Are you interested in local government?

Are you passionate about public service?

Santa Cruz LAFCO invites you to apply for the
position of:

LAFCO Analyst

Santa Cruz LAFCO provides oversight over local governments to make Santa Cruz County a great place to live and work by balancing the preservation of agriculture and open space with the provision of sustainable municipal services and ensuring the orderly growth of local agencies including cities, special districts, and county service areas.

Apply Today:

701 Ocean Street, Room 318-D,
Santa Cruz CA 95060

www.santacruzlafco.org

(831) 454-2055



Application Deadline: Until Position Is Filled

WHAT IS LAFCO?

The Local Agency Formation Commission, better known as LAFCO, was established in each county by State law. Santa Cruz LAFCO operates independently from the Cities, the County, and the State government to regulate the boundaries and service areas of the 4 cities, 23 independent districts, and 55 dependent districts in Santa Cruz County. The Commission, an 11-member board representing local agencies throughout the county, provides guidance to LAFCO staff in conducting service reviews, spheres of influence updates, and other studies to analyze options for improving the delivery of municipal services, such as water, sewer, and fire protection.

THE POSITION

The LAFCO Analyst (Appointee) works full-time under the immediate direction of the Executive Officer and performs a full range of analytical, technical, and administrative staff support services for Santa Cruz LAFCO. Applicants would be expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position. Assignments may be functional or may include serving as project manager for assigned duties.

Class Characteristics

This appointee provides the full range of secretarial and office administrative services to the Commission members and Executive Officer. Responsibilities may include meeting material preparation, attendance at meetings, and post-meeting procedures, frequent contact with Commissioners, elected officials, County department staff, and representatives of various public, business, and community agencies, oversight of the office's physical and digital organization including the routine maintenance of a website, and responsibility for various lines of communication.

In addition, under immediate supervision, the appointee will be trained in the analysis of local governmental services; including assessing availability; capacity; and performance relative to current and projected needs. This includes, but is not limited to, preparing studies required of Santa Cruz LAFCO under State law that culminate in making recommendations to the Commission on potential governmental reorganizations, boundary changes, and other related matters along with review and process of applications. Training will be provided and, as experience is gained, assignments will gradually become more complex and varied.

Typical Tasks include but not limited to:

- Conduct 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;
- Contribute to the preparation of special studies, involving inter-jurisdictional and inter-departmental coordination;

- Perform basic to intermediate qualitative and quantitative analysis in tracking demographics, service capacities, and financial resources;
- Remediation of public documents that go on the LAFCO website;
- Perform routine work in various phases of processing applicant proposals for boundary changes, outside service extensions, and reorganizations of local government agencies;
- Research, analyze, and prepare agenda items for presentation to the Commission;
- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities;
- Organize and make presentations before the Commission and other local governmental agencies and community groups;
- Utilize a variety of computer software programs to prepare reports, maps, diagrams, graphs, and other material related to duties;
- Receive and screen visitors for the office; provide general information to the public on request;
- Organize and schedule public hearings, committee meetings, and other group meetings; arrange for meeting location and notification to participants; prepare materials and follow-up on actions after such meetings; will prepare minutes of such meetings;
- Prepare a variety of draft and final documents, contracts, correspondence, policies, procedures, informational handouts, press releases, and other documentation for editing and/or signature by the Executive Officer and Commission;
- Complete and process a wide variety of technical and complex documents related to the work of the Commission; review finished materials for completeness, accuracy, format, and spelling and grammar usage;
- Organize and maintain various confidential, administrative, reference, and follow-up files; develop and oversee the maintenance of a records management program for the Commission; maintain or oversee the maintenance of the LAFCO website;
- Meet critical filing deadlines for conformance with legislative mandates and fulfillment of the Commission's work plan; and
- Gather and manage information regarding Commission operations, administrative problems, policies, and procedures; contact other organizations for information, make recommendations, and implement policy and procedural changes after approval.

THE QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed. Typically, graduation from a four-year college or university with major coursework in business or public administration, public policy, or a field related to the work or at least four years of work experience involving administrative, budgetary, or organizational analysis and/or involving the provision of administrative staff support in areas such as budgeting, report preparation, and technical analysis. Advanced coursework in an appropriate field is desirable as is other experience which provided a basic knowledge of public agency organization and functions.

The ideal candidate will have the following general competencies:

- Role and function of Santa Cruz LAFCO;
- Role and function of local government; specifically counties, cities, and special districts;
- Public administrative and planning principles and practices;
- Project management, analytical processes, and report preparation techniques;
- Computer applications related to work, including Microsoft Office programs and Adobe Acrobat; and
- Techniques for dealing effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone

The ideal candidate will have the following abilities:

- Provide critical thinking and objective reporting;
- Direct and conduct special studies, projects, and public meetings;
- Prepare clear and concise reports, correspondence, and other written materials;
- Organize and manage projects and programs efficiently;
- Establish and maintain effective working relationships with others;
- Exercise sound independent judgment in performing assignments;
- Maintain accurate records and files; and
- Maintain a very high level of attention to detail assessing lengthy documents, meeting packets, and applications

The ideal candidate will have the following desirable qualities:

- Professional and positive attitude;
- Self-starter who can be resourceful to solve problems;
- Knowledgeable about municipal planning and LAFCO law;
- Experienced working with boards or commissions; and
- Experience working within the Brown Act and Public Records Act

SALARY & BENEFITS

The incumbent serves as an employee of Santa Cruz LAFCO. Salary is determined by Santa Cruz LAFCO. Staff is generally hired at the first step and through annual reviews become eligible to advance if approved. Consideration will be given to those who have additional experience. **Depending upon experience, the appointee will be hired as LAFCO Analyst (\$55,000 - \$85,000).**

For purposes of defining benefits, Santa Cruz LAFCO will provide the appointee with health (medical, dental, vision, and life insurance) and pension from the California Public Employees' Retirement System ("CALPERS"). The appointee will also receive vacation, holiday, sick time, and personal leave consistent with the accruals and allowances as mentioned in the Commission's adopted policies.

WORKING CONDITIONS

Approximately 95% of the duties of this position are performed in an indoor office environment and may require that an incumbent sit/stand at a desk for prolonged periods; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use a telephone and write or use a keyboard to communicate through written means; lift and move up to 25 pounds. Approximately 5% of the position involves traveling with or without others to project sites, other agencies, and outside conferences and/or meetings.

TO APPLY

The position is open until filled. Those who have submitted all needed materials and meet the minimum requirements may be invited for an interview. If interested, please submit a resume, cover letter, and answers to the supplemental questions (see page 5) to joe@santacruzlafco.org.

In the subject line of the email please state, "LAFCO Analyst Application." You may also mail your application to the LAFCO Office: 701 Ocean Street, Room 318-D, Santa Cruz CA 95060.

SUPPLEMENTAL QUESTIONS

As part of your resume and cover letter, please include responses to the following questions:

- 1) Describe an analysis you have undertaken and the process you used to formulate your conclusion or recommendation.
- 2) Describe your professional experience developing, writing, and designing educational and/or outreach materials, such as newsletters, annual reports, brochures, and white papers. Additionally, please include any professional experience working with websites and/or mapping systems?
- 3) Describe your experience and proficiency levels with technologies that may be utilized within a public entity. This may include Microsoft Office Suite, data and public records request management software, agenda and meeting management programs, and any experience with updating websites.
- 4) What makes you the ideal candidate for this LAFCO position?