



Marin Local Agency Formation Commission

Regional Planning Agency | Subdivision of the State of California

Established
May 25, 2022

JUNIOR ANALYST / CLERK Job Description and Benefits

DEFINITION

The Junior Analyst/Clerk (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 Marin 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 LAFCo 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 Marin 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.

EXAMPLES OF DUTIES (Illustrative Only)

- 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 Marin 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;

Marin LAFCo

Job Description and Benefits: **Jr. Analyst/Clerk**

- 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;
- 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.

EMPLOYMENT STANDARDS

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.

GENERAL COMPETENCIES:

- Role and function of Marin 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
- Techniques for dealing effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone

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
- Maintain a very high level of attention to detail assessing lengthy documents, meeting packets, and applications

Marin LAFCo

Job Description and Benefits: **Jr. Analyst/Clerk**

DESIRABLE:

- 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
- Experience working within the Brown Act and Public Records Act

SALARY AND BENEFITS:

The incumbent serves as an employee of Marin LAFCo. Salary is determined by Marin 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 Jr. Analyst/Clerk (\$56,014.40-\$85,716.80).

For purposes of defining benefits, Marin LAFCo will provide the appointee with health (medical, dental, vision, and life insurance) and pension. This includes mandatory participation by the appointee in the pension program administered by the Marin County Employee Retirement System. Marin LAFCo does not participate in Social Security. The appointee will also receive vacation, holiday, sick time, and personal leave consistent with the accruals and allowances as mentioned in our Personal Handbook.

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.

SUPPLEMENTAL 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 geographic information 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.

HOW TO APPLY AND PROCESS

The position is open until filled. Those who have submitted all needed materials by July 7, 2022 by 5pm, and are invited to be interviewed should be prepared for the first interviews to occur the week of July 19, 2022. Submit a resume, cover letter, and answers to supplemental questions to staff@marinlafco.org. In the subject line of the email please state Jr. Analyst/Clerk Application. You can also mail your application to the LAFCo office.