



THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY
INVITES APPLICATIONS FOR THE POSITION OF

LAFCO ANALYST – GIS/DATABASE MANAGEMENT

Salary: Up to \$73,819 Annually

(Federal Prevailing Wage Equivalent – Geographer)

The Organization

The Local Agency Formation Commission (LAFCO) is an independent agency established by State law to regulate boundaries for cities and special districts, plan the ultimate service areas for all local agencies, and conduct service reviews of agencies within San Bernardino County. San Bernardino LAFCO draws its regulatory and planning powers from the State Legislature, with directives to encourage orderly growth, promote logical agency boundaries, discourage urban sprawl, and preserve open space and prime agricultural lands. There are presently 24 cities and 51 independent special districts under San Bernardino LAFCO's oversight.

In July 2017, the San Bernardino LAFCO office was relocated to the historic San Bernardino Train Depot/Harvey House in downtown San Bernardino. Originally built in 1918 and recently restored, the Depot offers convenient access to both Amtrak and Metro link commuter trains.

The LAFCO Analyst-GIS/DataBase Management Position

- Responsible for performing a variety of operations associated with GIS and database development and maintenance, utilizing standard GIS tools and utilities to create and maintain geodatabase layers and map productions and manage the LAFCO website using the DotNetNuke system;
- Research a variety of source documents to verify data accuracy and completeness, including the use of GIS software to geo-reference maps and generate standard GIS products, i.e. multi-layer data integration and analysis, demographic analysis, and other analytical reports;
- Create/manipulate the MS Access database with Structured Query Language (SQL);

- Communicate with other agencies or professionals to obtain relevant research information;
- Provide proposal research and analysis on routine applications;
- Prepare research reports, and/or presentations to the Local Agency Formation Commission.

This is a full-time position, and LAFCO offers its employees comprehensive health care and retirement benefits. Currently, the LAFCO staff works a 9/80 work schedule. Work location: 1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490.

Minimum Qualifications

At minimum, successful candidates must have:

- A Bachelor's Degree in GIS, geography, computer science, engineering or environmental science.

Preferred Qualifications

- Expertise in ArcGIS software.
- Familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000

The Recruitment Process

To apply for the LAFCO Analyst – GIS/DataBase Management position, please submit your resume and a cover letter electronically to Bob Aldrich, Principal, Aldrich and Associates, at:

aldrichandassociates@yahoo.com

It is imperative that your cover letter explain in detail how your education and work experience meet the Minimum Qualifications listed above and relate to the overall duties and responsibilities of the San Bernardino LAFCO GIS Analyst. **The deadline for submitting your resume/cover letter to Mr. Aldrich is April 16, 2018, at 5:00 PM (Pacific Standard Time).**

Any questions concerning this recruitment should be directed to Mr. Aldrich at the email address listed above.