

SUBJECT:
Council Aides

POLICY NUMBER 100-35
ADOPTED 7-26-89
REVISED 7-3-91
REVISED 1-16-02

BACKGROUND

The City Council has established positions of Council Aides to assist Councilmembers in carrying out their duties as elected officials. These positions are unclassified, in accordance with Chapter 23 of the City Code. Responsibilities of the Council Aides shall include: basic administrative support such as composing draft correspondence, answering the City Councilmembers' phones, assembling the City Councilmembers' agenda books, directing constituent concerns to either the City Manager or City Attorney as appropriate, information gathering and analysis, and other miscellaneous support tasks.

POLICY

The recruitment, selection and supervision of the Council Aides will be performed by the individual City Councilmembers for whom they work. City Councilmembers will direct the work of the Council Aides and conduct probationary and annual performance evaluations of their Council Aides. Council Aides are expected to represent their Councilmembers during normal City hours. Executive leave is afforded Council Aides to compensate for hours worked outside of normal City hours.

The Council Aides shall have the authority to request information on behalf of their individual Councilmember from the City Manager's Office and/or the City Attorney's Office, and enlist, through the City Manager's Office, assistance in resolving citizen concerns. However, the Council Aides may not direct City employees to take specific actions. The Council Aides may also attend meetings to gather information in a Councilmember's absence, but may not vote, deliberate or participate on behalf of a Councilmember. Furthermore, Council Aides are precluded from offering an opinion on behalf of their Councilmembers.

Because of the close scrutiny that the Council Aides are subject to, and their responsibility to the City Councilmembers, the Council Aides will be held to the highest standards of ethical and professional conduct. In this regard, the Council Aides will refrain from any participation in political activities while on City work time so as not to be in conflict with the provisions of the Oceanside City Code Chapter 23.

Council Aides shall also be bound by any privileges or requirements related to confidentiality of City documents or work product in the same manner as their individual City Councilmembers.