

**COUNCIL AIDE**  
**(UNCLASSIFIED)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction of assigned Councilmember, to perform a variety of duties involved in providing staff assistance to assigned City Councilmember; to represent Councilmember as assigned; and to perform related duties as assigned.

**CLASS CHARACTERISTICS**

Positions in this class are responsible for providing staff support to assigned Councilmember. Typical duties include research and complaint resolution support for Councilmembers involving the gathering of information from which decisions or recommendations may be based. The term of the appointment will be limited depending on the need of the Councilmembers. The positions in this class are not included in the Classified Service and the incumbents' employment may be terminated for any or no cause.

NOTE: Council Aides may not engage in political activities on behalf of City Councilmembers.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs a wide variety of responsible, confidential, and complex administrative duties and staff assistance in support of assigned Councilmember; serves as liaison between Councilmember and policy makers, constituents, and other City departments; receives, investigates, and responds to citizen's complaints, inquiries, and sensitive requests for information and assistance; interviews and assists office visitors; opens, screens, and disseminates incoming correspondence; ensures Councilmember is informed and aware of any and all constituent input, inquiries, and concerns; attends committee meetings, meetings with City staff, and community events in the absence of Councilmember or as City representative; makes oral presentations to small groups or individuals; follows up on Council direction to staff; researches, compiles, analyzes, and summarizes data for special projects and various reports; prepares correspondence; carries out specific assigned projects; coordinates and assists in planning and implementing City functions and special events; maintains appointment schedules and calendars of activities, meetings and various events; coordinates activities with City departments, the public and outside agencies; coordinates travel arrangements for staff as necessary; performs a full range of administrative duties in support of assigned office including purchasing office supplies, directing the work of volunteers, and maintaining filing systems.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, and processes of local government.
- Services, policies, and procedures of the City.
- Methods and techniques of public relations.
- Characteristics of local community.
- Research and analysis techniques.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- English usage, spelling, grammar, and punctuation.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

### **Ability to:**

- Perform responsible and difficult staff and administrative support services involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Maintain confidentiality of data and information.
- Interpret and apply administrative and departmental policies and procedures.
- Independently prepare correspondence and memoranda.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Research, compile and summarize a variety of informational materials.
- Work independently in the absence of supervision.
- Work cooperatively with other departments, City officials and outside agencies.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

## **Experience and Training Guidelines**

**Experience:** Two years of experience providing responsible administrative and staff assistance including experience performing liaison activities representing governmental or legislative policy makers or community action organizations.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training in public administration or a closely related field.

**License or Certificate:** Possession of an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.