

City of San José
Council Policy & Legislative Aide (PT/FT) (7671)
Council Policy & Legislative Analyst (PT/FT) (7673)
Council Policy & Legislative Advisor (PT/FT) (7675)
Council Policy & Legislative Director (PT/FT) (7677)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Mayor/Council	Varies	<i>EXEMPT</i>

CLASS SUMMARY

Positions in these classifications are designed to provide administrative, constituent services, and legislative support for the Mayor and Councilmembers. These positions are responsible for a variety of functions and activities in the office of an elected official and may have frequent contact with constituents, other elected officials and their staffs, Senior City staff and others. Typical duties include researching and responding to inquiries from residents; drafting written communications involving strategy, policies and/or procedures on behalf of the elected official; and serving as the representative of the elected official regarding certain functions.

DISTINGUISHING CHARACTERISTICS

Incumbents in these positions may be appointed part-time or full-time, and benefited or unbenefitted. Positions are appointed “at-will” with no property rights to continued employment. Each appointment to this classification is for a specified period to be determined by the Mayor or Councilmember and does not extend past the end of the appointing elected official’s term.

This is a four level flexibly-staffed series. The series is designed to encompass positions with a wide range of skills and experience. Distinctions between levels within this series are at the discretion of the appointing authority and may be based upon a number of factors including, but not limited to: the overall scope of the incumbent’s job duties and responsibilities which may be affected by factors such as the criticality of their assignment(s); level of complexity of delegated issues and authority; role in the decision-making process including community and organizational impacts; and the nature and number of staff and functions supervised by an incumbent.

QUALIFICATIONS

Minimum Qualifications

The minimum qualification requirements include any combination of training, education, and experience that provides the knowledge, skills, and abilities to advise and support the Mayor or Councilmember on matters of constituent services; public policy; community outreach and engagement; and communications.

Aide: Typically requires high school diploma, GED or equivalent and one or more years of government, public service or customer service experience.

Analyst: Typically requires completion of two years (60 semester or 90 quarter units) of college work and two or more years of government, public service or customer service experience.

Advisor: Typically requires a Bachelors degree or equivalent and two or more years of government, public service or customer service experience.

Director: Typically requires a Bachelors degree in political science, public administration, business administration, journalism, public relations or related field and five or more years of government or public service experience. Experience working for an elected official at the federal, state, or local level or as a public or private sector manager is highly desirable. A Masters degree in public or business administration; or a degree in a technical field related to a municipal function is highly desirable.

Required Licensing (such as driver’s license, certifications, etc.)

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Possession of a valid California driver's license is required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of federal, state, and local rules and regulations pertaining to municipal operations
- Knowledge of the principles and practices of public or business management including budgeting and fiscal management; personnel administration; or other governmental functions.
- Ability to effectively communicate with members of the public through a variety of letters, memoranda and reports; prepare agendas and meeting summaries; ability obtain information from and convey information to the public
- Ability to develop and maintain harmonious and effective working relationships with a wide range of individuals, neighborhood, business, and community organizations, as well as City staff, members of Boards and Commissions and other constituencies.
- Ability to provide administrative support to an elected official including maintain office records and systems and scheduling and coordinating appointments, meetings, and events for the Mayor and Councilmembers.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Bilingual skills: oral and written proficiency with languages such as Spanish, Vietnamese, Cambodian, Korean, Chinese (Cantonese and/or Mandarin), Tagalog, or other languages as determined by the hiring authority.
- Ability to exercise judgment in developing, analyzing, and evaluating programs and proposals and to make recommendations regarding policy options involving complex matters.
- Ability to handle administrative matters independently, including the preparation and management of office budgets, grants and other fiscal functions
- Ability to manage programs, activities, and projects within the scope and authority of the elected official
- Ability to draft routine to complex correspondence, memoranda, and reports which articulate the elected official's proposals and position on matters before the City Council and other governmental bodies.
- Ability to prepare summaries of public and private meetings; reports, memoranda and other documents for review by senior staff and the elected official
- Ability to participate in budget analysis of City departments and agencies.
- Ability to serve as a liaison with the community and other interested parties to report community concerns, issues, and priorities.

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- Ability to effectively communicate, in oral and written form, the elected official's policies, positions, and goals to the media, public, constituent groups, boards and commissions, City and other governmental representatives and staff.
- Ability to conduct and direct research including survey techniques and statistical methods.
- Specialized knowledge, skills, abilities, education, experience, or licensure may be established for individual positions.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Provides administrative support to an elected official (screening calls and mail; scheduling meetings and events, etc.).	Continuous
2.	Provides legislative support (legislative and policy research; responding to stakeholder inquiries, etc.) to an elected official.	Continuous
3.	Responds to a variety of constituent inquiries and complaints; coordinates with City staff, staff in other governmental agencies, etc. regarding complex issues.	Continuous
4.	Prepares written memoranda and reports which articulate the elected official's proposals, priorities, and positions on matters pending before the City Council or other governmental agencies.	Continuous
5.	Provides communications support such as drafting correspondence, memoranda, or reports for routine to complex matters related to neighborhood or community concerns, pending issues before the City Council or another governmental body; state or federal legislation; or other matters.	Frequently
6.	Prepares media releases and coordinate media coverage on the elected official's events.	Frequently
7.	Develops, plans or leads staff and volunteers for constituent outreach meetings and special events.	Frequently
8.	Represent the elected official at neighborhood or community meetings; meetings of boards, commissions, or other governmental bodies on behalf of the elected official.	As Required
9.	May provide training and supervision of subordinate staff and volunteers.	As Required
10.	May provide human resources management or supervision (recruitment, selection, training, supervision, and evaluation of subordinate staff and volunteers)	As Required
11.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY *Created 6/11; 7671s000*