

City of San José
CLASS SPECIFICATION

COUNCIL AIDE (U) (PT) (7662)
SENIOR COUNCIL AIDE (U) (PT) (7663)

CLASS CODE:		
DEPARTMENT: Mayor and City Council	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY:

Positions in this classification are designed to provide administrative support work of routine difficulty in assisting in various functions in the offices of the City Mayor and Council members and/or perform a variety of special administrative work to supplement the scope of services, duties and responsibilities of the City Mayor and Council staff. Each Appointment to this classification is for a specified period of time to be determined by the appointing Council Member or Mayor and does not extend past the end of the elected official's or appointing authority's term.

DISTINGUISHING CHARACTERISTICS:

Positions in these unclassified civil service classifications are appointed "at will" with no property right to continued employment. Assignments may be on a project basis and/or as needed basis and will not be on predetermined employment time/term limitations. These classifications are designed to encompass positions with a wide variety knowledge, skills, and abilities. The Council Intern classification differs from that of a Senior Council Intern in that an incumbent of the latter is involved in more complex administrative support assignments and may provide lead direction to incumbents of the Council Intern classification.

QUALIFICATIONS (Minimum Knowledge, Skills and Abilities, Education, Experience, Licensing Requirements, and Desirable Qualifications):

The minimum qualification requirements on training and experience; knowledge, skills, and abilities; and licenses and certificates are based on the specific needs of the individual position.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Participates in analyzing a wide variety of materials on assigned programs, projects, issues and topics and performs research and data collection relative to issues pending before the council.	Varies
2.	Assists in drafting resolutions, requests, memoranda, and other materials to be placed on the Council agenda.	Varies

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3.	Assists in the preparation of speeches and media/public information articles for the City Mayor and Council members and assists in coordinating press conferences and other council meetings and functions.	Varies
4.	Responds or coordinate response to inquiries, complaints, and interprets policies for citizens of the community and representatives of various interest groups.	Varies
5.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS:

	Climbing		Kneeling		Crawling
	Balancing		Lifting		Reaching
	Stooping		Fingering		Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY

Revised 1/03, s001