

City of San José
CLASS SPECIFICATION

Title: Council Assistant (U) FT/PT (7648/7653)
Senior Council Assistant (U) (7649)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Mayor and Council	Varies	Exempt

CLASS SUMMARY

Positions in this classification are designed to provide services in connection with legislative analysis, research, communications, and written information and other related matters as needed and requested by the Mayor or appointing Council Member. 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 this unclassified civil service classification may be appointed full-time or part-time, and benefitted or unbenefitted. Positions are appointed "at will" with no property right to continued employment. This classification is designed to encompass positions with a wide range of skills and experience. The Council Assistant classification differs from that of a Senior Council Assistant in that an incumbent of the latter is involved in the most complex administrative assignments in support of City Council and may lead or supervise other professional staff.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

The minimum qualification requirements include any combination of training and experience that provides the knowledge, skills, and abilities to advise the Mayor or Council Member on matters of public policy, democratic processes, constituent service, or citizen involvement.

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

Licenses and certificates are based on the needs of the individual position.

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.	Gathering background information relative to issues pending before the City Council.	Varies
2.	Analyzing a wide variety of materials on assigned projects, programs, and topics.	Varies
3.	Drafting resolutions, requests, memoranda and other materials to be placed on the City Council agenda.	Varies
4.	Preparation or assisting in preparation of speeches and articles for the Mayor or Council Member.	Varies
5.	Answering inquiries, resolving complaints and interpreting operating policies for citizens of the community and other interested parties.	Varies
6.	Attending City-related meetings and activities, meetings with governmental agencies, private industry and related meetings.	Varies

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7.	Preparing news releases and setting up press conferences.	Varies
8.	Coordinating arrangements for meetings, programs and other civic functions with concerned individuals and parties.	Varies
9.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and ability to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification may occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Must possess ability to maintain professional demeanor during interactions with staff, customers and the public.

CLASSIFICATION HISTORY *Created 3/97, Rev. 1/03, Rev. 11/16 (Council Assistant I FT/PT deleted); s002*