



CITY OF BALTIMORE

Legislative Assistant Baltimore City Council

Bargaining Unit: MAPS - Managerial and
Professional Society Unrepresented

SALARY

Salary is commensurate with education and experience

Title: Legislative Assistant

Closing Date: January 13, 2018 or until filled

Job Type: Non Civil Service, Fulltime

Work Hours: 9:00 a.m. to 5:00 p.m. with occasional evening hours

Job Description

The Legislative Assistant works as part of the City Council President's legislative team performing complex administrative and analytical work. The Legislative Assistant reports to the Legislative Director and will assist in day-to-day legislative and administrative operations as well as be an integral part of the team responsible for planning, executing, and ensuring the effectiveness of the City Council President's legislative and policy agenda. Applicants must be detail-oriented, well-organized, able to handle a fast-paced working environment, and dependable.

Essential Job Functions

- Perform administrative support work for the legislative team including coordinating scheduling and activities, assist in planning city council meetings including special presentations, and maintains information and literature regarding the City Council and the Office of the City Council President;
- Together with the legislative team acts as a liaison with constituents, interest groups, committee and agency staffs in assigned issue areas;
- Acts as reading clerk for the Baltimore City Council;
- Supports the development and fulfillment of the Council President's legislative agenda including researching issues, assisting with legislative initiatives, monitoring policy developments;
- Represents the office at legislative and occasional community events. Ability to travel around City of Baltimore required;
- Documents opinions on issues communicated via telephone, email, or mail, including full name, address, and all relevant information as appropriate;
- Work collaboratively with Legislative Staff and City Council President's Office to support various initiatives including the PLAY campaign and Senior Symposiums;
- Assists in managing Open Meetings Act and Ethics Compliance for the City Council;
- Assists in managing Council President's Executive Appointments to Boards and Commissions
- Assist in developing and distributing information, fact sheets, and talking points about legislative initiatives for use within the Council President's Office
- During the Maryland General Assembly's legislative session, track and provide internal and external feedback on state legislative proposals; and
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Baltimore City specific issues preferred and a strong interest in Baltimore City, local government, and legislative and public policy issues is required;
- Be informed of local, state, and national issues and use that knowledge to inform local policy initiatives;
- Effective written and oral communication skill, and comfortable with public speaking;
- Ability to research and analyze information and effectively communicate findings;
- Ability to perform multiple tasks accurately and efficiently;
- Ability to work both independently and cooperatively;
- Ability to exercise professional judgment and maintain confidentiality;
- Possesses a temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Works cooperatively and courteously with others;
- Meets attendance requirements as established by the office;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends as needed according to the City Council schedule;

Minimum Qualifications:

Bachelor's degree from an accredited college or university. At least two years' professional experience. Experience with local government, public policy, or political or community organizing is preferred.

Supplemental Information:

About the City Council

The City Council is the City's legislative body, with the power to enact all ordinances and resolutions. City Council members are elected from fourteen districts, and the President is elected at-large, by all voters of the City. The fifteen City Council members, along with the Mayor, act only by ordinance, resolution or motion. They adopt and may alter the annual budget and confirm the Mayor's appointments. The City Council is responsible for the appropriation and issuance of bonds. The City Council determines its own rules of procedure, and its meetings are open to the public. City Council members are elected every four years. They are elected to geographic districts of roughly the same proportion of population.

About the City of Baltimore's Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until filled.

Submit a cover letter, resume and salary requirements to resumes@baltimorecity.gov by January 13, 2017. Please put "Legislative Assistant" in the subject line.

The City of Baltimore is An Equal Opportunity Employer