

Notice of Job Opening

Position: Legislative Aide

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE that this position's civil service jurisdictional classification is Unclassified.

Department: Common Council

Number of Vacancies to be filled: 1

Rate of Pay: \$41,500/year

Schedule: 37.5 hours/week

Application Deadline: 11:59 p.m. on Thursday, March 18, 2021

All applicants must submit a **cover letter, resume, and writing sample** to City Clerk, Danielle Gillespie via e-mail at dgillespie@albanyny.gov or complete an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday, February 18, 2021.

LEGISLATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as an aide to the Common Council, working closely with the members of the Common Council under the direction of the President Pro Tem and the Clerk of the Council. The incumbent performs administrative and clerical functions for the Council as assigned by the President Pro Tem and Council Members to ensure the proper and efficient functioning of the Council, compliance with applicable laws, and effective communication with the public and other elected officials. Attendance at Common Council meetings is required. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists with the legislative process including the scheduling and notice of all meetings, the timely preparation of minutes;
- Attends and report on Common Council meetings and caucuses, and draft committee reports and prepare committee-related correspondence as requested by the Chair of Council Committees or President Pro Tem;
- Conducts research to inform pertinent legislation upon request;
- Prepares and distribute Committee and Council meeting packets;
- Records Committee and Council meetings and maintain files;
- Prepares official correspondence for the Council;
- Gathers necessary information from City and other departments and resources as needed by Council members to assist with the consideration of legislation, budgets, and other city-related issues;
- Receives, analyzes and replies to a variety of correspondence, usually of a confidential and/or non-routine manner;
- Performs other functions as needed for the proper and efficient functioning of the Council and interaction with city agencies;
- Regularly updates and maintains social media sites pertaining to Council matters;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Good knowledge of business English, spelling and punctuation;
- Good computer skills, including proficiency with excel, word processing and desktop publishing, and legislative software;
- Excellent communication skills, both verbal and written;

- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) A Bachelor's degree in an area that demonstrates extensive research and writing skills such as, public administration, political science, or a related field; **OR**
- (B) An Associate's degree in an area that demonstrates extensive research and writing skills such as, public administration, political science, or a related field and two (2) years' experience in legislative process; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years' experience in legislative process; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (a) through (c) above.