

COUNSEL AND DIRECTOR OF POLICY
(Common Council)

DISTINGUISHING FEATURES OF THE CLASS: The Counsel and Director of Policy supports the Common Council's legislative development and oversight functions and provides policy and fiscal analysis for the Common Council. Work assignments are received from Common Council members and committees and involve responsibility for research, budget review and development, and assisting in the drafting, development and review of legislation, as well as any related legal counsel. Attendance at Common Council and committee meetings is required. The incumbent works under the supervision of the President Pro Tempore and Legislative Director of the Council.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Identifies, reviews, researches and analyzes policy, financial and budget issues, impacts and relative risks related to proposed council legislation, and executive initiated actions and interests;
- Attends and reports on Common Council committee meetings and caucuses, and drafts committee reports; serves as Parliamentarian for the same;
- Assists the Legislative Director and Common Council in the annual budget process, including documentation and design of spreadsheets analysis, interpretation of and recommendations on revenue and expenditure data and trends, funding needs and staffing levels; coordinates with executive departments to collect data, prepare reports, and gather information relative to the council's program and budget review needs;
- Provides staff support to council standing and ad hoc committees; prepares, assembles and assures timely distribution of briefing materials to interested parties; and prepares and documents options and recommendations for committee action;
- Supervises the work of the Council's policy analysts;
- Prepares research papers and statistical and narrative reports;
- Identifies legal questions, and incorporates legal advice and opinions into policy analysis and recommendations to Council;
- Assists in updating and maintaining the Common Council website and related electronic materials;
- Receives, analyzes and replies to a variety of correspondence, usually of a confidential and/or routine matter;
- Administers special matters of a confidential nature;
- 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;
- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;

- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Good knowledge of English, spelling and punctuation;
- Good computer skills, including proficiency with Word, Excel, Microsoft office products, and computer research;
- 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 manage and prioritize multiple tasks;
- 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:

- Graduation from law school with an LL.B or J.D. degree from an accredited law school, and be admitted to practice law, registered and in good standing in the State of New York. Preference may be given to a candidate with experience in the practice of municipal law.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.