

City of Carson  
Class Specification

Council Reso No.: 23-125  
Non-Represented At-will  
FLSA: Exempt

## **SENIOR COUNCIL AIDE**

### **Job Summary**

Under general direction of the City Manager, or his/her designee, performs varied and complex professional and confidential administrative work in support of City Council members; serves as a Council liaison and represents Council members at various meetings and functions; provides direction and oversees the work of Council Aides.

### **Distinguishing Characteristics**

This is a position, which is unclassified and serves on an at-will basis under the City Manager, or his/her designee. Position at this level may be required to work evenings and weekends. Incumbents perform responsible administrative functions which may require receiving information and/or inquiries from elected officials necessary to support the Mayor's or City Council member's goals and objectives while performing the duties and responsibilities of this position. Incumbents are expected to have related outside experience performing the essential job functions of this position.

NOTE: Senior Council Aide cannot work on political campaigns on City time and must comply with all City policies and procedures and rules, including but not limited to: the Brown Act, the California Public Records Act and the California Fair Political Practices Commission rules and regulations.

### **Essential Duties and Responsibilities**

*(The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices).*

Management reserves the right to add, modify, change or rescind related duties and work assignments.

1. Perform a wide variety of administrative, community relations and support services duties for the Mayor or City Council member.
2. Accompany the Mayor or City Council member in the community and at professional meetings; take summary notes and provide oral or written updates to elected officials.
3. Receive, respond to, and refer citizen complaints and reports for handling and follow-up by various City departments.
4. Be familiar with City policies and procedures in response to inquiries and make appropriate referrals.
5. Review and analyze a variety of confidential and/or highly sensitive information, while maintaining confidentiality.
6. Conduct research and analysis related to City policies, procedures, operational programs, budgets, or other issues related to City business. Prepare oral and written reports of findings for the Mayor or City Council members.

7. Respond independently to letters and general correspondence of a routine nature for the Mayor or City Council members.
8. Research and compile information for special presentations at Council meetings.
9. Compile and maintain source material for special presentations by the Mayor at Council meetings including meeting agendas and minutes, correspondence and other related materials.
10. Coordinate and schedule appointments, travel logistics, meetings, civic and community events details for the Mayor or City Council members.
11. Perform research on a variety of community and/or legislative issues.
12. Assist in preparing speeches, news releases, radio broadcasts, and other media information working under direction of City's public relations officer.
13. Advise Mayor or City Council member on City policies and procedures and rules, including but not limited to, the Brown Act, the California Public Records Act and the California Fair Political Practices Commission rules and regulations.
14. Prepares staff reports for City council agendas and other correspondence.
15. Researches and responds to resident or constituent inquiries or complaints and coordinates interdepartmental action.
16. Serves as liaison with other agencies, the public, and the City departments on behalf of the City Council.
17. Prepares official correspondence such as interdepartmental memoranda and letters of inquiry on behalf of Council members.
18. Provides administrative solutions requiring knowledge of record management, forms control, systems and procedures analysis and statistical analysis.
19. Prepares recommendations for the improvement of communications between the City Council and City commissions, committees, departments, other agencies, the public and the business community.
20. Develops a system of keeping records of and tracking City Council requests and directions.
21. Supervises, trains, and evaluates subordinate Council Aide staff.
22. Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

The following generally describes the typical knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

### **Education and Experience:**

Graduation with a baccalaureate degree in an occupational related field or equivalent from a college or university accredited agency recognized by the U.S. Department of Education or the Council For Higher Education Accreditation. And, three (3) years of experience in an administrative support role. Previous public sector experience is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- English usage, spelling, grammar and punctuation
- Modern office methods and standard office equipment usage
- Computer software including word processing applications at an intermediate level
- Record keeping principles and procedures
- City-wide policies and procedures
- Community relations methods and techniques

- Research techniques, methods, procedures, and report presentation
- The Brown Act, the California Public Records Act and the California Fair Political Practices Commission rules and regulations
- Training and supervision principles

**Skills and Ability to:**

- Operate standard office equipment, including a personal computer and applicable software programs
- Communicate clearly and concisely, both orally and in writing
- Organize work activities to ensure responsibilities are carried out in a timely manner
- Work independently and follow general directions
- Analyze situations carefully and recommend effective courses of action
- Take summary notes at meetings, prepare presentations, and compose correspondence and business letters from brief instructions
- Exercise independent judgement in completing assigned task
- Represent the City Council, displaying sound judgment, credibility, and respect for the community
- Use variety of productivity programs, including Microsoft Office
- Maintain the confidentiality of privileged information
- Establish and maintain professional effective working relationships with a broad range of groups and individuals
- Maintain sensitivity to ethnic, religious, cultural and sexual differences
- Supervise, evaluate and train staff.

**License or Certificate:**

Possession of valid California Class C Driver License is required by date of appointment. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require standing, stooping, reaching and bending
- Require ability to use variety of office equipment, including desktops and other similar devices
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Require lifting, carrying, pushing, or pulling of objects which may weigh 20 pounds and up to 25 pounds
- Work fulltime schedule and additional hours as needed
- Require working on weeknights, weekends and holidays
- Require the ability to use personal vehicle in the course of employment