

## **City of Carson – Council Aide Policy**

### **Purpose**

This Council Aide Policy (“Policy”) provides guidance to both the Mayor and City Council (“Elected Officials”) and to incumbents in the part-time positions of Council Aide regarding the interactions, roles, and responsibilities between the parties.

### **Application**

This Policy applies to the five positions of Council Aide in their performance of administrative and field support duties for their assigned Elected Official as they serve the community by attending various meetings and functions and establishing relationships with constituents and businesses on behalf of their assigned Elected Official. This policy must be considered in the employment of Council Aides and in the conduct of the general relationship between each Council Aide and their respective assigned Elected Official.

### **Employment and Supervision**

Each Council Aide shall be appointed by and employed under the direction and supervision of the City Manager, or his/her designee. A Council Aide may perform the typical responsible administrative functions provided below, and may perform additional or different functions as directed or assigned by the City Manager, or his/her designee, to address changing business practices and/or new or unusual situations. Typical Council Aide functions include:

1. Perform a wide variety of regular and standard administrative, community relations and support services for Elected Officials and report in writing on a weekly basis to the City Manager, or his/her designee, on the services or work performed each week for the assigned Elected Official or City Council in general.
2. For special events or non-regular and non-standard administrative, community relations and support services, Council Aides must advise the City Manager, or his/her designee, in writing of the request and receive express written approval before undertaking such service.
3. Accompany Elected Officials in the community and at professional meetings; take summary notes and provide oral or written updates to Elected Officials.
4. Receive, respond to, and refer citizen complaints and reports for handling and follow-up by various City departments.
5. Be familiar with City policies and procedures in response to inquiries and make appropriate referrals.

6. Review and analyze a variety of confidential and/or highly sensitive information, while maintaining confidentiality.
7. 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 individual Elected Officials.
8. Respond independently to letters and general correspondence of a routine nature for the assigned Elected Official.
9. Research and compile information for special presentations at Council meetings.
10. Compile and maintain source material for special presentations by the assigned Elected Official at Council meetings including meeting agendas and minutes, correspondence and other related materials.
11. Coordinate and schedule appointments, travel logistics, meetings, civic and community events details for the assigned Elected Official.
12. Perform research on a variety of community and/or legislative issues.
13. Assist in preparing speeches, news releases, radio broadcasts, and other media information working under direction of City Manager Office ("CMO").
14. Advise Elected Officials 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.
15. Any and all documents, including but not limited to letters, memos, flyers, pamphlets, and event programs, created for an Elected Official must be approved by the City Manager, or his/her designee, maintained in a logbook indexed by identifying information, and available for production in response to staff or public records requests.
16. Council Aides shall not work on any Elected Official's personal social media or undertake other personal tasks on City work hours, nor be compelled or coerced to do so after hours and shall report any such request to do so to the City Manager immediately.
17. Elected Officials shall not instruct Council Aides to keep anything from the City Manager, to hide information, to omit material facts, or to keep silent on any service provided to the Elected Official or on information derived therefrom and shall report any such request to do so to the City Manager immediately.
18. Perform related duties and responsibilities as required.

#### **Relationship with City Council Members**

1. Elected Officials shall not directly or indirectly interfere with the appointment of any Council Aide positions, or the removal therefrom, by the City Manager, or his/her designee.
2. Council Aides may receive inquiries, requests and information from Elected Officials and respond to same as necessary to support the Elected Officials' goals and objectives while performing the duties and responsibilities of the position of Council Aide with the understanding that if there is a conflict between an Elected Officials' request and the City Manager or his/her designee, Council Aides must follow the direction of the City Manager or his/her designee.
3. Elected Officials shall not publicly or privately, directly or indirectly, require or ask Council Aides to perform any additional or different functions other than those enumerated herein or directed, ordered or assigned by the City Manager, or his/her designee.
4. Should Elected Officials desire Council Aide to perform any additional or different functions other than the typical responsible administrative functions enumerated herein or as directed by the City Manager, or his/her designee, the Elected Official(s) involved shall make a written request for same to the City Manager.

Adopted: \_\_\_\_\_