



**City of Seattle**  
**Legislative Department**  
**Seattle City Council – Councilmember Tim Burgess**

## **Job Announcement**

The Legislative Department seeks applicants for a Legislative Assistant position in the office of Councilmember Tim Burgess. This is a dynamic, fast-paced and collegial small team environment that provides an opportunity for you to demonstrate your expert communication skills, organizational talent and passion for public service. The office is comprised of three staff members, all of whom report to the Councilmember.

The position's primary functions include 1) comprehensive and strategic management of the Councilmember's schedule to handle all details needed to make each appointment as productive and as successful as possible, including exposure to a balance of viewpoints on priority issues; 2) coordination of committee work and other legislative processes; and 3) creation and oversight of internal office systems that facilitate advancement of the Councilmember's policy objectives.

This position requires a self-starter with strong attention to detail; the ability to prioritize; independent judgment; discretion in handling sensitive and confidential matters; and the temperament and skills to manage multiple projects while responding quickly and effectively to frequent changes and fast-breaking events.

This at-will appointment serves at the sole discretion of the Councilmember.

## **Responsibilities**

### **Scheduling and Community Outreach**

- Provides comprehensive and strategic management of the Councilmember's time, handling all details needed to make each appointment as productive and successful as possible, including but not limited to: collecting requests for meetings, conferring with the Councilmember and the other staff in the office to prioritize meetings, ensuring that the Councilmember is fully prepared for all meetings (including logistics), and, to the extent practical, ensuring that a range of community viewpoints and perspectives have access to the office.
- Proactively identifies key contacts based on the Councilmember's committee assignments and policy priorities and makes recommendations for engaging with diverse community stakeholders.
- Works with other staff members to compile notes and other briefing materials to prepare the Councilmember for meetings.
- Attends internal and external meetings with or on behalf of the Councilmember.
- Stays informed about policy issues and legislation before the Council to understand the context in which meeting requests come.

### **Committee and Legislative Staffing**

- Staffs and clerks the Councilmember's primary committee, developing agendas, coordinating presentations, and executing associated logistics, including reporting and following up on committee actions and maintaining committee records.

- Receives presentation requests from other Council offices and manages the agenda for the Council's weekly Council Briefing for as long as the Councilmember serves as Council President.
- Oversees boards and commissions appointments assigned to the Councilmember; tracks upcoming vacancies and re-appointments; and recruits and participates in interviews of potential candidates.
- Contributes to internal office discussions about development of policy and legislation.

#### **Internal Administration**

- Provides professional and courteous service to members of the public and other City staff, over the phone and in person.
- Acts independently in responding to constituent questions and concerns about city business, investigating constituent cases and following through to resolution.
- Responds to public disclosure requests in a thorough and timely manner which requires an understanding of Washington public disclosure law.
- Creates and oversees internal office systems (e.g. file management) that facilitate advancement of the Councilmember's policy objectives.
- Manages administration of the office including screening Councilmember's paper mail, answering telephone calls and providing assistance to callers.

#### **Required Qualifications**

- Bachelor's degree in communications, public administration, public policy, business or a related field or equivalent work experience.
- Minimum of three years of professional experience, preferably with a government agency or position with public policy exposure.
- Proven ability to set priorities, meet deadlines, manage multiple concurrent projects and tasks, and accomplish objectives with minimal supervision or oversight.
- Ability to exercise discretion and keep confidences on sensitive issues and proposals.
- Excellent written and oral communication and interpersonal skills.
- Experience with Microsoft Office Suite, Outlook or similar scheduling tools.

#### **Desired Qualifications**

- Fluency in one or more of the following languages: Spanish, Somali, Vietnamese, Chinese, Tagalog or Amharic.
- Substantial experience working with the public and public officials.

#### **Apply**

To apply for this position please email your cover letter and resume to [thao.madsen@seattle.gov](mailto:thao.madsen@seattle.gov) by **Wednesday, October 15, 2014**.

*The Legislative Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities and veterans are encouraged to apply.*

**SALARY:** \$55,000 - \$65,000 Annually  
**LOCATION:** City Hall, 600 4th Ave., Seattle, Washington  
**JOB TYPE:** Civil Service Exempt, Regular, Full-time