



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-133	POSITION TITLE: Executive Assistant / Constituent Services Coordinators
OPENING DATE: 08/22/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$55,000 - \$65,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Janeese Lewis George Ward 4
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Ward 4 Councilmember Janeese Lewis George is hiring an Executive Assistant who will also support the Constituent Services team. This position will support the Councilmember by greeting visitors to the Council office, responding to residents who contact the office by phone, and working with the Constituent Services team to resolve outstanding issues.

The Executive Assistant will create a welcoming environment for residents and visitors who need the Councilmember's attention, are facing difficulties navigating District government services, and are advocating for subject matters important to them.

This position reports to the Deputy Chief of Staff.

Duties may include:

- Greeting guests, answering phone calls, directing visitors, and taking messages for the Councilmember and staff,

- Having a positive attitude for greeting constituents in a friendly and warm manner upon arrival at the office or on the phone,
- Taking constituent complaints or issues and passing them on to the appropriate parties,
- Providing support for teams as necessary,
- Having time management skills to be able to prioritize activities, especially when there is a high volume of tasks,
- Having flexibility to be able to move between activities and duties quickly if priorities change,
- Researching constituent services issues,
- Responding to inquiries from constituents and corresponding with District agencies,
- Maintaining records related to outstanding and resolved constituent services requests,
- Planning special events, and
- Attending events in community on behalf of the office (often after hours and on weekends).

QUALIFICATIONS:

- Strong interpersonal and written communication skills,
- A strong work ethic, including availability to attend weekend and evening events,
- The ability to thrive in a fast-paced, varied environment,
- Critical thinking and problem-solving skills,
- Strong organizational skills and the ability to independently multitask,
- Patience to work with neighbors who may be frustrated with their government or in need of urgent help,
- Administrative skills to be able to use basic computer programs including Microsoft Office,
- The ability to accept accountability for achieving results and take responsibility for outcomes, make sound, well-informed decisions and clearly explain rationale, and take prompt action when confronted with a problem or made aware of a situation,
- Familiarity with Ward 4 neighborhoods and a strong interest in District matters,
- District residency is required at hiring or within 180 days thereafter, and
- ***Bilingual English & Spanish strongly preferred.***

HOW TO APPLY:

Please send a resume and cover letter to Kelly Hunt, Chief of Staff, at khunt@dccouncil.gov. Please include "Executive Assistant/Constituent Services Coordinator" in the subject line.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION