



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-129	POSITION TITLE: Legislative Counsel/Policy Advisor
OPENING DATE: 08/09/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$80,000 - \$90,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Charles Allen
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 6 Councilmember and Chair of the D.C. Council’s Committee on Transportation and the Environment seeks a Legislative Counsel or Policy Advisor to join his staff. The position will maintain a portfolio of legislative and oversight matters within a high-volume and fast-paced office, primarily focused on environmental, climate, resiliency, energy, and natural resources issues. The Committee maintains oversight of more than twenty District government agencies, boards, and commissions, including the Deputy Mayor for Operations and Infrastructure, Department of Energy and Environment, District Department of Transportation, Department of Motor Vehicles, DC Water, Sustainable Energy Utility, Green Finance Authority, and WMATA. A full list of the agencies and issues under the Committee’s jurisdiction can be found [here](#).

DUTIES AND RESPONSIBILITIES

- Quickly develops subject matter expertise in all agencies, legislation, policies, and issues within the assigned portfolio.
- Acts independently and with authority to build and maintain strong relationships with District and federal agency staff, Council staff, advocates, stakeholders, and constituents.
- Drafts legislation for introduction by the Councilmember, including identifying issues ripe for legislative or regulatory action.

- Identifies and responds to oversight issues that are within the assigned portfolio and responsive to the Councilmember's priorities.
- Analyzes and reviews proposed budgets of assigned agencies and prepares performance and budget oversight materials for the Councilmember.
- Prepares and staffs the Councilmember for oversight and legislative hearings.
- Drafts thorough, accurate, and persuasive committee reports, memoranda, letters, written remarks, and talking points.
- Assists the communications team in developing press releases and messaging for social and traditional media in the assigned portfolio.
- Reviews agency contracts and budget matters throughout the fiscal year
- Reviews proposed legislation and regulations before the Council and provides recommendations for action.
- Ensures agency compliance with legislative mandates.
- Responds to agency- or issue-related constituent services issues.
- Attends relevant agency and community meetings.
- Monitors current events and best practices in local, state, and federal policy within the assigned portfolio.

SKILLS AND QUALIFICATIONS:

- Displays initiative, passion, and empathy.
- Possesses exceptional writing ability for a variety of audiences.
- Adapts quickly and intuitively to changing political and legislative environments.
- Strong critical thinking skills and work ethic
- Ability to work collaboratively and with diverse constituencies.
- Commitment to strategically using the legislative process to achieve social change and racial and environmental justice.
- Sense of humor
- J.D. or master's degree required; experience in relevant law, policy, or agency matters listed in the position overview preferred, especially background or experience in environmental or energy law and policy.
- District residency at the time of hiring or within 180 days thereafter required.

Councilmember Allen is committed to building a diverse, inclusive team and strongly encourages applications from candidates of color, women, individuals with disabilities, and individuals with lived experience of criminal justice system involvement.

HOW TO APPLY:

Please submit a cover letter and resume via email to:

Kate Mitchell, Chief of Staff
Councilmember Charles Allen
John A. Wilson Building
1350 Pennsylvania Avenue, Suite 110
Washington, DC 20004
kmitchell@dccouncil.gov

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.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors, and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

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