



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-127	POSITION TITLE: Legislative Staff
OPENING DATE: 08/01/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$70,000 - \$90,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Brianne K. Nadeau Ward 1
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 1 Councilmember Brianne K. Nadeau is seeking Legislative Staff for her office in the Council of the District of Columbia. Several titles and roles are available depending on the applicant's experience, credentials, and expertise, including:

- Legislative Counsel
- Legislative Assistant
- Research Analyst

This staff will work within a "unified" committee and legislative team, where the Councilmember's committee staff oversee the operations of the Committee on Public Works & Operations as well as maintain a legislative portfolio covering subject matters outside of the committee. As such, they will report to both the Committee Director and Legislative Director.

POSITION ATTRIBUTES:

The major functions of this position are:

- Serves as a confidential advisor and assistant to the Councilmember on matters within their portfolio.
- Engages in policy research to inform the Councilmember's legislative, oversight, and budget functions.
- Prepares and staffs the Councilmember for committee hearings and meetings.
- Represents the Councilmember on task forces, boards, and commissions, as needed.
- Assists and represents the Councilmember in engagement with constituents, businesses, and advocacy organizations.
- Works with the Councilmember's communications staff to assist in translation of legislative activities to external communications. This may include high-level strategic communications as well as review of communications collateral for accuracy.
- As needed, assists the Councilmember's constituent services staff in engagement with agencies under their committee and legislative portfolio, to assist in the resolution of constituent casework.

Experience or education background in one or more of the following fields is preferred, but not required:

- Government contracting and procurement.
- Business licensing and small business support
- Labor and workforce policy; or,
- Public sector technology solutions

The incumbent of this position has daily contact with the staff throughout the Council, the public, business community, advocacy groups, staff from the Executive Branch of the District government and the federal government.

As staff for a Ward Councilmember, the legislative staff may at times advise and represent the Councilmember in community engagement with constituents and Advisory Neighborhood Commissioners, particularly for matters within their committee and legislative portfolio.

INCUMBENT ATTRIBUTES:

Successful incumbents of this position will have education or work experience in public affairs, administration, policy, budgeting, and other related fields that exhibit the possession of the skills and competencies for a position assigned to a legislative organization such as a City Council or a state legislature. Education or experience must show both breadth and depth and demonstrate the possession of organizational skills and competencies.

Skills and Competencies required for success:

- Maintains of familiarity with current trends in areas of expertise.
- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing assignments. Effectively evaluates and uses new ideas to enhance results. Is able to focus on assignments during periods of change or uncertainty.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.

- Communications – Communicates with individuals and groups effectively and professionally. Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed.
- Customer/Citizen Focus – Demonstrates a “customer/citizen service orientation” and is courteous and respectful in dealing with the public and internal staff. Provides requested information and services in a timely and effective manner and follows through on commitments. Seeks to understand and meet expectations and responds to their concerns.
- Decision Making – Makes sound, well-informed decisions and can clearly explain rationale. Identifies and encourages new ideas and innovations. Develops new insights into situations and uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiating Action – Takes prompt action when confronted with a problem or made aware of a situation. Implements potential solutions without prompting and does not wait for others to take action or to request action. Anticipates the future and acts appropriately in difficult situations.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Political Acumen – Is highly literate in, or willing to learn, the political and media environment of the District of Columbia and the office’s place within it, as well as the function of the functions of the Council and District of Columbia Government.
- Relationship Management – Effectively establishes and maintains rapport with a broad variety of stakeholders. Develops and manages collaborative relationships to carry out assignments and Council goals and objectives. Utilizes tact, diplomacy, and ethical behavior in dealing with others.
- Self-Reflexivity – Engages in regular self-reflective practice, examines personal and professional biases, and maintains an understanding of how backgrounds of race, class, ability, and personal background impact the dynamics of a diverse workplace.
- Writing – Is able to write in a variety of genres and for different audiences, including legislative drafting, technical writing, memoranda, and speeches/talking points. Works with the Councilmember to gain an understanding of appropriate personal and political voice.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with generous opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council’s legislative calendar provide opportunities to balance out periods of necessarily high-intensity work, particularly around performance oversight and budget

formulation. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct for it when it may arise.

More detailed performance expectations will be developed with the Committee Director and Legislative Director.

HOW TO APPLY:

Please send a resume, cover letter, writing sample and references to Niccole Rivero, Chief of Staff, at nrivero@dccouncil.gov. Please include "LEGISLATIVE STAFF" 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.

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