



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC- 24 - 0918</b>	POSITION TITLE: <b>Committee Director</b>
OPENING DATE: <b>September 18, 2024</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$100,000 – \$130,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm, some evenings and weekends</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Zachary Parker</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>Temporary</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue Washington, DC 20004</b>

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

**POSITION OVERVIEW:**

Councilmember Zachary Parker seeks to hire a Committee Director to review, analyze and make recommendations to the full Council relative to legislation that is referred to the subcommittee chaired by the Councilmember. The subcommittee's jurisdiction will encompass The Department of Youth Rehabilitation Services, the District of Columbia Public Library System, the Board of Library Trustees, the Public Library Trust Fund, the Commission on African Affairs, the Commission on African American Affairs, the Office of East of the River Services, the Office on African Affairs, the Office on African American Affairs, and Serve DC.

The Committee Director provides leadership, management, planning and monitoring of programs, operations, expenditures, activities, and legislation for the assigned Subcommittee. This position is temporary and will expire at the conclusion of Council Period 25 (December 31, 2024); however, the individual hired in this temporary role may be considered for permanent employment when Councilmember Parker assumes the chairmanship of a standing committee in January 2025.

## **DUTIES AND RESPONSIBILITIES**

- Directs the agenda, priorities, and work of the committee staff in consultation with the Deputy Chief of Staff and Councilmember.
- Shepherds legislation referred to the committee through the legislative process, including substantive review of legislation, taking meetings with stakeholders, conducting hearings, preparing a committee print and report for markup, and staffing the councilmember through final passage of legislation before the full council.
- Schedules and runs committee hearings, roundtables, markups in accordance with council and committee rules and prepares the councilmember for the same.
- Conducts robust oversight of agencies within committee jurisdiction, including monitoring assigned agencies for adherence to budget and oversight priorities of the councilmember and council.
- Reviews nominations, contracts, and reprogramming requests subject to committee review and makes recommendations to the councilmember regarding appropriate action.
- Coordinates with office staff on communications, constituent services, and legislative matters to deliver a cohesive and organized experience for District residents who engage with the committee or the councilmember's personal office.
- Formulates questions and lines of inquiry, on legislative proposals, oversight, or budget matters.
- Staffs the councilmember as needed on legislative matters outside of the committee jurisdiction.

## **SKILLS AND QUALIFICATIONS:**

- J.D., M.P.P., or comparable postgraduate degree preferred.
- At least two (2) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy.
- Prior experience mentoring or managing staff preferred.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

## **COMPETENCIES REQUIRED:**

- Technical Knowledge in the legislative process and in public policy analysis.
- Adaptability: Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Applies strong organizational skills to independently multitask and maintain productivity across multiple legislative issue areas and priorities.
- Accountability: Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise. Meets assigned deadlines.
- Communications: Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear concise, organized, and convincing manner for the intended audience. Effectively conveys complex legal and/or legislative issues in plain language for diverse audiences.
- Judgement: Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before deciding.
- Organizing Work: 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.

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

## **HOW TO APPLY:**

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include “COMMITTEE DIRECTOR” in the subject line.

**Please submit application package materials to Rachelle Roberts, Chief of Staff, at [rroberts@dccouncil.gov](mailto:rroberts@dccouncil.gov)**

- **NO PHONE CALLS**, please. Applicants will only be notified if granted an interview.

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**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.)

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## **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 and subsidized public transportation.

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**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.

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**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.

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