



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-010325</b>	POSITION TITLE: <b>Committee Director</b>
OPENING DATE: <b>01/03/2025</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</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Matthew Frumin</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

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

**POSITION OVERVIEW:**

Councilmember Matt Frumin seeks to hire a Committee Director for the Committee on Human Services. The director will be responsible for reviewing, analyzing, and making recommendations on legislation officially referred to the committee, as well as providing oversight of programs, operations, expenditures, activities, and legislation pertaining to the departments and agencies under the committee’s jurisdiction. The committee’s jurisdiction includes Department of Human Services, Interagency Council on Homelessness, DC Public Library System, Office of Cable Television, Film, Music and Entertainment, Public Access Corporation, Commission on Latino Community Development, and the offices and commissions on Asian and Pacific Islander Affairs, Fathers, Men, and Boys, and Latino Affairs.

**DUTIES AND RESPONSIBILITIES**

- Directs the agenda, priorities, and work of the committee staff in consultation with the Chief of Staff and Councilmember.
- Shepherds legislation referred to the committee through the legislative process, including conducting substantive reviews, meeting with stakeholders, organizing hearings, preparing committee prints and

reports for markup, and staffing the Councilmember through the final passage of legislation before the full Council.

- Serves as a resident expert on the programs, functions, budgets, and activities of the departments, agencies, and offices assigned to the committee.
- 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.

#### **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 policy experience in the field of human services and/or housing highly desirable.
- 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: Demonstrates expertise 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.
- Relationship Management: Builds and maintains strong working relationships, fostering collaboration to achieve assignments and goals. Utilizes tact, diplomacy, and ethical behavior when interacting with others.

- **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**

This is a full-time, hybrid position with four days per week in-person at the Wilson Building in downtown Washington, DC, and one day per week remote, with additional occasional work from home opportunities. Incumbents will work in a collaborative team environment. Evening and occasional weekend availability is required. Regular recess periods and the cyclical nature of the Council’s legislative calendar, as well as the office leave policy, provide opportunities to balance out periods of necessarily high-intensity work. Performance expectations will be developed with the Chief of Staff and Councilmember.

### **HOW TO APPLY**

Qualified candidates should submit a cover letter, resume, and three professional references to Chief of Staff Leigh Catherine Miles [lc miles@dccouncil.gov](mailto:lc miles@dccouncil.gov). Please include “Committee Director” in the subject line.

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

### **DOMICILE REQUIREMENT**

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of their 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.

### **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% employer match and a 5% 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.

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