



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

POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: CDC-25-0106 | POSITION TITLE: Legislative Director |
| OPENING DATE: January 6, 2025 | CLOSING DATE: Open until filled |
| SALARY RANGE: \$90,000 - \$110,000 | TOUR OF DUTY: Monday-Friday: 9am-5:30pm Weekend and Evening availability required |
| NO. OF VACANCIES: One (1) | OFFICE: Councilmember Wendell Felder |
| 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:

The Office of Ward 7 Councilmember Wendell Felder is seeking to hire a Legislative Director to lead and manage the legislative activities of the Councilmember’s office. The Legislative Director plays a pivotal role in shaping the Councilmember’s legislative agenda, providing expert analysis and strategic advice to advance policy initiatives, and ensuring the effective execution of legislative, budgetary, and oversight responsibilities. This position involves drafting and reviewing legislation, tracking legislative developments, and preparing the Councilmember for public hearings, committee meetings, and other legislative engagements.

Additionally, the Legislative Director serves as the office’s primary legislative liaison, working collaboratively with government officials, community stakeholders, and advocacy groups to address key issues and drive impactful policy outcomes.

DUTIES AND RESPONSIBILITIES:

Serves as the legislative expert on the history, programs, functions, and activities of a broad range of departments, agencies, and offices within the District of Columbia government.

- **Policy Research & Analysis:** Conducts in-depth policy research to support the Councilmember's legislative, oversight, and budgetary responsibilities.
- **Legislative Drafting and Preparation:** Drafts legislative text, amendments, public hearing questions, opening statements, and presentation and discussion points for legislative and committee meetings.
- **Legislation Tracking:** Monitors pending legislation and issues before the Council, providing timely and informed advice to the Councilmember.
- **Stakeholder Collaboration and Engagement:** Collaborates with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation.
- **Budget Analysis and Financial Assessments:** Analyzes and assesses proposed operating and capital budgets, as well as other financial data, for various departments, agencies, offices, and programs.
- **Public Communication and Inquiry Response:** Responds to oral and written inquiries from the public, business leaders, and advocacy groups regarding legislative matters.
- **Mentorship and Staff Oversight:** Mentors and provides oversight to legislative staff and interns, fostering their professional growth and ensuring high-quality work.
- **Flexibility:** Occasional weekend and evening availability is required.
- **Other Duties:** Performs additional duties as assigned to support the Councilmember's legislative priorities.

SKILLS AND QUALIFICATIONS:

Preferred Qualifications:

- Current Ward 7 (Washington, DC) resident.
- J.D. required. Applicants must be an active member in good standing of the bar of the District of Columbia or eligible to waive into the District of Columbia Bar.
- At least two (2) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy. Housing policy experience preferred, but not required.

Competencies Required:

- **Legislative Expertise:** Demonstrates expertise in the legislative process and public policy analysis.
- **Adaptability:** Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing multiple assignments. Effectively evaluates and uses new ideas to enhance results.
- **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.
- **Communications:** Communicates with individuals and groups effectively and professionally (verbally and in writing). 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.
- **Judgment:** Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before making a decision.

- **Organizing Work:** Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- **Research:** Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.

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 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 “ **Legislative Director**” in the subject line.
- **Please submit application package materials to Chief of Staff, Dr. Delia Houseal at dhouseal@dccouncil.gov.**
- **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 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 and subsidized public transportation.

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.
