



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-25-0505	POSITION TITLE: Legislative Director
OPENING DATE: May 5, 2025	CLOSING DATE: Open until filled
SALARY RANGE: 100,000 - 120,000	TOUR OF DUTY: Monday - Friday: 9:00am - 5:30pm (core); occasional evenings and weekends
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Kenyan McDuffie
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:

Councilmember McDuffie seeks to hire a Legislative Director to provide strategic legislative advice in support of the development and execution of the Councilmember's legislative agenda. Responsibilities include monitoring and analyzing legislation and policy developments within assigned issue areas. Preparing materials and staffing for Councilmember at public hearings, legislative sessions, and other official meetings.

DUTIES AND RESPONSIBILITIES:

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

- Conducts in-depth policy research to support the Councilmember's legislative, oversight, and budgetary responsibilities.
- Drafts legislative text, amendments, public hearing questions, opening statements, and presentation and discussion points for legislative and committee meetings.

- Monitors pending legislation and issues before the Council, providing timely and informed advice to the Councilmember.
- Collaborates with Executive Branch officials, other Council offices, citizens, business stakeholders, and advocacy groups on proposed or pending legislation.
- Analyzes and assesses proposed operating and capital budgets, as well as other financial data, for various departments, agencies, offices, and programs.
- Responds to oral and written inquiries from the public, business leaders, and advocacy groups regarding legislative matters.
- Will mentor and provide oversight to legislative staff and interns, supporting their professional development and ensuring the delivery of high-quality work.
- Occasional weekend and evening availability is required.
- Performs additional duties as assigned to support the Councilmember's legislative priorities.
- Staff at all levels are expected to engage with constituents and represent the office at meetings and events across the city.

SKILLS AND QUALIFICATIONS:

- J.D. or graduate degree preferred.
- At least two (3) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy.
- Prior experience mentoring or managing staff is 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:

- **Emotional Intelligence (EQ)** – Ability to understand and manage one's emotions while empathetically engaging with others. Fosters strong interpersonal relationships, effective communication, and collaboration in cross-functional environments.
- **Legislative Expertise** – Demonstrates deep knowledge of the legislative process and public policy analysis.
- **Adaptability** – Quickly adjusts to changing conditions and expectations
- **Accountability & Initiative** – Takes ownership of results and responsibility for outcomes. Identifies opportunities to enhance performance, proactively addresses issues, and consistently meets deadlines.
- **Effective Communication** – Delivers clear and convincing oral presentations. Actively listens, seeks clarification, and writes in a concise, organized, and persuasive manner tailored to the audience. Simplifies complex legislative issues for diverse audiences.

- **Critical Thinking & Analysis** – Makes accurate inferences and draws sound conclusions. Evaluates implications, considers multiple perspectives, and makes well-informed decisions.
- **Organizational Skills** – Attention to detail, excellent organizational skills, and the ability to work under tight deadlines, multitask, and work independently while maintaining productivity across multiple legislative issues and priorities.

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 core hours of 9:00am – 5:30pm workday. Work will primarily be 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 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
- In a single PDF, please submit application package materials to Chief of Staff, Artilie Wright, awright@dccouncil.gov. Please include “LEGISLATIVE 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 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.

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