



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0327	POSITION TITLE: Scheduler
OPENING DATE: 07/24/2024	CLOSING DATE: Open until filled
SALARY RANGE: \$50,000.00 - \$60,000.00	TOUR OF DUTY: Monday - Friday: 9am - 5:30pm Some evenings and weekends
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Zachary Parker
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 Zachary Parker seeks to hire a Scheduler to support the day-to-day coordination of his official calendar, with a strong emphasis on communication and event planning. This role is essential to ensure the smooth execution of meetings, events, and constituent engagement activities.

The Scheduler will be responsible for managing the Councilmember’s calendar, coordinating meetings and appointments, and maintaining organized scheduling records and correspondence. This position plays a key role in planning and coordinating internal and external events, including community engagements, briefings, and stakeholder meetings, while ensuring clear and timely communication across staff, agencies, and the public.

The incumbent will also answer office phones, respond to and return voicemail messages, provide administrative support related to scheduling functions, and serve as a liaison between the Councilmember, staff, District agencies, community partners, and other members of the Council of the District of Columbia.

The ideal candidate is highly organized, detail-oriented, and proactive, with strong communication and event coordination skills. They must thrive in a fast-paced, team-oriented environment and demonstrate a commitment to public service and improving outcomes for residents of the District of Columbia. This position reports to the Chief of Staff.

DUTIES AND RESPONSIBILITIES:

- Prepares and manages the Councilmember's daily schedule.
- Develops detailed itineraries, including contact information, locations, and key points of contact.
- Prepares monthly projected schedules for the Councilmember and office operations.
- Schedules staff meetings, briefings, and other engagements involving the Councilmember and office team.
- Reviews and monitors the Councilmember's email and correspondence.
- Manages meeting requests, invitations, and incoming phone calls.
- Ensures the Councilmember is fully prepared for meetings and events by coordinating briefing materials with staff and stakeholders.
- Screens incoming telephone calls, takes messages, and returns calls as directed.
- Maintains and organizes files, including notes, written and email correspondence, and travel-related materials.
- Serves as a liaison for constituents and visitors engaging with the Councilmember.
- Coordinates with Council offices, committee staff, and government agencies to facilitate the Councilmember's participation in meetings and events.
- Maintains strong working relationships with the Councilmember, staff, and constituents.
- Supports the office's internship program by:
 - Compiling and organizing applications for review by the Councilmember and Chief of Staff
 - Assisting with onboarding of new interns
 - Maintaining records of current and former interns
- Maintains a flexible schedule, including evenings, weekends, and occasional holidays, as needed.
- Attend meeting and events on behalf of the Councilmember.
- Assists with communications graphics and event planning.
- Coordinates and supports at least one community meeting per month.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree is preferred with least two years of experience providing administrative support to a high-level supervisor, manager, or executive.
- Please note that demonstrated skills and knowledge are given greater consideration than formal qualifications.

SKILLS AND KNOWLEDGE REQUIRED:

- The successful applicant for this position is well organized and communicates exceptionally well with others, including:
 - The temperament to communicate with a variety of personalities in a tactful and professional manner.
 - The ability to work cooperatively and courteously with others.
- Thorough knowledge of office computer applications and office equipment.
- Strong critical thinking skills.
- Ability to manage multiple projects simultaneously.

- Ability to exercise discretion and independent judgment with respect to prioritizing and making recommendations on appointments.
- Thoroughness and careful attention to detail.
- Ability to work well under pressure, handle stress effectively, and thrive in a fast-paced environment.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include "SCHEDULER" in the subject line and **submit application package materials to rroberts@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.
