



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0622	POSITION TITLE: Scheduler
OPENING DATE: 06/22/2026	CLOSING DATE: Open until filled
SALARY RANGE: \$60,000 - \$68,000	TOUR OF DUTY: Monday - Friday: 9am - 5:30pm Some evenings and weekends
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Brooke Pinto
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 Brooke Pinto of Ward 2 is seeking a Scheduler to manage an active calendar and serve as a liaison between the Councilmember, the Ward 2 community, and District government agencies. The Scheduler is responsible for maintaining the Councilmember’s official calendar, coordinating meetings, events, and ensuring accurate scheduling records. In addition, the Scheduler supports constituent services efforts by assisting residents with inquiries and connecting them to appropriate District government resources and services.

DUTIES AND RESPONSIBILITIES:

Primary job functions include maintaining the Councilmember’s schedule and coordinating with staff to ensure the Councilmember has all necessary materials for each event. Candidate must also manage the Councilmember’s schedule as it relates to her work in Chairing the Committee on Judiciary and Public Safety, attending other committee mark-ups and hearings, and being responsive to stakeholders from across the city.

Additional functions include briefing the Councilmember, Chief of Staff, and Deputy Chief of Staff on all scheduling activities and requests, coordinating scheduling of press, interviews, radio and television time with the Communications Director, serving as a liaison between the office, constituents and district agencies, and attending events with the Councilmember or on behalf of the Councilmember. There may also be opportunities to assist with writing remarks.

Weekend and evening availability is required.

The ideal candidate is highly organized, detail oriented, works well under pressure, trustworthy and can work directly with the Councilmember with confidence and competence. Candidate must work well with a team and must think holistically about the schedule and the Councilmember's goals. Candidate must be prepared to work in a collaborative environment that requires the ability to manage multiple tasks. Candidate must be confident in speaking with many different stakeholders and eager to pursue a career in public service.

QUALIFICATIONS:

A bachelor's degree is required. Cover letter must include why the candidate wants to work in public service.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Please include "SCHEDULER" in the subject line and submit application package to Brian Romanowski at bromanowski@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.