



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC -27- 0726	POSITION TITLE: Legislative Assistant/ Policy Advisor
OPENING DATE: July 27, 2026	CLOSING DATE: Open until filled
SALARY RANGE: \$75,000 - \$95,000	TOUR OF DUTY: Monday-Friday: 9am-5:00pm
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:

The Legislative Assistant/ Policy Advisor serves as staff for Ward 2 Councilmember Brooke Pinto, providing direct support and guidance to the Councilmember and Committee and Legislative Director. The office is seeking a candidate who will maintain a portfolio that includes small business and economic development, Committee work, and other issue areas as assigned.

Responsibilities for this position include drafting, monitoring, and analyzing legislation; preparing legislative or legal memoranda on the interpretation of legislation; reviewing proposed contracts and budget reprogrammings; responding to constituent requests; exercising oversight over executive agencies and boards; and managing the annual performance and budget process for agencies within portfolio. Evening and weekend availability is sometimes required.

The Legislative Assistant/Policy Advisor reports to the Committee and Legislative Director.

DUTIES AND RESPONSIBILITIES:

- Assist the Committee and Legislative Director in advancing the Councilmember's legislative and policy priorities and adherence with legislative, regulatory, and parliamentary rules and procedures.
- Serve as the resident legislative and policy expert on the legislative history of programs, functions, and activities of the departments, agencies, and offices assigned to the staff member.

- Write legislative text, amendments, committee reports, hearing questions, opening statements, correspondence, and presentation and discussion points for legislative and Committee meetings.
- Consult and collaborate with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation and Committee operations.
- Coordinate with Committee and Legislative Director on upcoming oversight, budget, and legislative scheduling and administrative matters.
- Analyze and oversee performance of the assigned departments, agencies, offices, or programs.
- Analyze and review proposed operating and capital budgets and other financial information associated with the assigned departments, agencies, offices, or programs.
- Serve as a representative at community meetings and events, as well as regularly respond to oral and written inquiries from constituents, the general public, business leaders, and advocacy groups.
- Keep track of details to ensure work is performed accurately and completed on time and all filing, notice, and hearing deadlines are met.
- Occasional weekend and evening availability is required.

SKILLS AND QUALIFICATIONS:

- 2+ years of experience working on policy, legislation, and government budgets.
- 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 in order 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.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

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.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- References
- Please include **"Legislative Assistant/Policy Advisor"** in the subject line.
- Please submit your complete application package to the Committee and Legislative Director, Linn Groft, at LGroft@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.

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