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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **CDC-26-1116**	POSITION TITLE: **Committee Director**
OPENING DATE: **November 16, 2026**	CLOSING DATE: **Open until filled**
SALARY RANGE: **$120,000 – 140,000 Depending upon experience.**	TOUR OF DUTY: **Monday-Friday: 9am-5:30pm, some evenings and weekends**
NO. OF VACANCIES: **One (1)**	OFFICE: **Councilmember Charles Allen**
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 Washington, DC 20004**

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Ward 6 Councilmember, Chair of the DC Council's Committee on Transportation and the Environment, and senior member of the Council Charles Allen seeks a Committee Director to join his staff. The position will manage all aspects of the Committee's work and advance the Councilmember's transportation, environment, and energy policy agenda within the high-volume and fast-paced office of a senior member of the Council.

The Committee maintains oversight of more than twenty District government agencies, boards, and commissions, including the District Department of Transportation, Department of Energy and Environment, WMATA, Public Service Commission, Office of People's Counsel, DC Water, Sustainable Energy Utility, DC Green Bank, and Department of Motor Vehicles. A full list of the agencies and issues under the Committee's jurisdiction can be found here.

DUTIES AND RESPONSIBILITIES:

- Works strategically with the Councilmember and Chief of Staff to develop and lead the Committee's vision, priorities, and agenda
- Quickly develops subject matter expertise in all agencies, legislation, policies, and issues within the Committee's jurisdiction

- Manages Committee staff and fosters a high-performing, professional, supportive, and healthy team culture
- Acts independently, strategically, and with authority to build and maintain strong relationships with District and federal agency staff, Council staff, advocates, stakeholders, and constituents
- Drafts legislation for introduction by the Councilmember, including identifying issues ripe for legislative or regulatory action
- Identifies and responds to oversight issues that align with the Councilmember's priorities
- Leads the Committee's annual agency performance and budget process and prepares performance and budget oversight materials for the Councilmember
- Prepares and staffs the Councilmember for oversight and legislative hearings
- Drafts thorough, accurate, and persuasive committee reports, memoranda, letters, written remarks, and talking points
- Works with the communications team to craft messaging and external communications for social media and press
- Reviews proposed legislation and regulations and provides recommendations for action
- Ensures agency compliance with legislative mandates
- Responds to agency- or issue-related constituent services matters
- Attends relevant agency and community meetings
- Monitors current events and best practices in local, state, and federal policy within the Committee's jurisdiction

SKILLS AND QUALIFICATIONS:

- Minimum of 5 years of experience in relevant law, policy, or agency matters within the Committee's jurisdiction
- Expertise in legislative drafting, policy analysis, and oversight preferred
- Adapts quickly and intuitively to changing political and legislative environments
- Displays initiative, emotional intelligence, and passion for the subject area
- Possesses exceptional writing ability for a variety of audiences
- Takes ownership of responsibilities, proactively identifies and resolves issues, and consistently meets deadlines
- Strong critical thinking skills and work ethic
- Organized, with strong attention to detail
- Ability to work collaboratively and with diverse constituencies
- J.D. or other similar advanced degree required
- District residency at the time of hiring or within 180 days thereafter required

Councilmember Allen is committed to building a diverse, inclusive team and strongly encourages applications from candidates of color, women, individuals with disabilities, members of the LGBTQ+ community, and individuals with lived experience of criminal justice system involvement.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Include “Committee Director” in the subject line.
- **Please submit application package materials to Kate Mitchell, Chief of Staff, at** kmitchell@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 insurance; a retirement 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 annually; student loan repayment assistance; HSA and FSA programs; paid family and medical leave; and up to $100/month in Metro benefits and free bikeshare membership.

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.
