

Job Description

Job Title: Council Assistant I (Council District 3)

Job ID: 2094

Location:

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About the Department

The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect and Celebration. The San José City Council is seeking an individual whose values align with the values of the City's employees.

The San José City Council consists of ten Councilmembers elected by district and a Mayor elected at-large, each for four-year terms. The Mayor and Council are responsible for representing the residents of San José, providing accountability, reviewing public policy and programs, and adopting those policies which best meet the needs of the residents, visitors, and businesses in San José.

Position and Duties

The Office of Councilmember Sam Liccardo (District 3) is recruiting a full-time Council Assistant I. This position provides constituent services, legislative analysis, research, communications, written information and other related matters as needed and requested by a member of the City Council. For more information regarding Councilmember Sam Liccardo, please go to <http://www.sanjoseca.gov/district3/>.

The position requires an employee with

- strong and effective organizational skills;
- a good sense of humor;
- ability to handle multiple assignments;
- excellent written and oral communications skills, and
- ability to develop and maintain effective and collaborative working relationships with community members and neighborhood organizations, key stakeholders, City Staff, and others.
- BS or BA degree

Minimum Qualifications

Any combination of training and experience that provides the knowledge, skills and abilities to advise the Councilmember on matters of public policy, democratic process, constituent service or citizen involvement.

1. Education: Bachelor of Arts (B.A.) degree (or equivalent) from an accredited college or university.
2. Experience: At least one (1) year of experience in a position with responsibilities and required skills similar to the duties listed above.
3. Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor..

Competencies

The ideal candidate will possess the most desirable combination of training, skills and experience, which will allow him or her to serve as a member of the Council City District 3 team. Desirable experience, knowledge and skills for this position include:

- A BA/BS in Public or Business Administration or closely related field is highly desirable.
- Knowledge of Public Administration; management and administrative methods; budgeting, land use, public relations, customer/constituent relations, etc.
- Ability to apply public administration principles and methods to develop and implement solutions to complex problems.
- Ability to interpret and apply instructions, rules, regulations, policies and procedures.
- Skill in research techniques and applications - collecting, compiling, analyzing, and interpreting data.
- Proficiency in the use of software applications such as Microsoft Word, Excel, Powerpoint, Publisher. Also experience with web posting or equivalent software is a plus.
- Proficiency in the development, maintenance and use of database management systems using software such Filemaker Pro and Access.
- Ability to effectively plan workflow and manage multiple projects to deliver quality products in a timely manner evidenced by through strong organizational, administration, and management skills.
- Ability to express themselves clearly and concisely, both orally and in writing (email, letters, report writing and editing).
- Bilingual skills (Spanish or Vietnamese) are highly desirable.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume and answers to the job-specific questions. **YOU MUST ANSWER ALL JOB-SPECIFIC QUESTIONS AND COMPLETE THE EDUCATION/WORK HISTORY SECTION OF THE APPLICATION IN ORDER TO BE CONSIDERED FOR THIS VACANCY OR YOUR APPLICATION WILL BE DEEMED INCOMPLETE AND WITHHELD FROM FURTHER CONSIDERATION.**

Only those candidates whose backgrounds best match the position will be invited to interview. Interviews will commence in November with an anticipated start date in January 2011. You will be prompted to answer the following job-specific questions in the online application process:

1. Do you possess a Bachelor's Degree in Public Administration, Government or Business Administration or a closely related field from an accredited college or university? If yes, Please specify your major and list the related courses that you completed for your major that are relevant to this position. What college or university did you graduate from? If no, Please specify how your education, training and experience meet the minimum and desirable qualifications for this position.
2. Do you possess bilingual language skills? If yes, please specify the language(s) that you are fluent in and whether or not you are fluent in both oral and written skills.
3. Do you have experience in public administration; public policy and/or government? If yes, please describe your experience, including the positions held and your specific role and responsibilities.
4. Do you have any experience in public relations; communications, media, writing, constituent service and/or citizen involvement? If yes, please describe your experiences, role and responsibilities which are relevant to this position.
5. Do you have any experience with web site development and content? If yes, please describe your knowledge and experience, including your specific role and responsibilities; software used, etc.
6. Do you have any experience with research projects (collecting, compiling, analyzing, and interpreting data) and presenting written and oral reports? If yes, please provide one or two examples of projects including subject, audience, recommendations or findings, and the outcomes achieved.
7. Do you have any experience developing and managing databases? If yes, please describe your knowledge and experience, including your specific role and responsibilities; software used, etc.

Employee Unit

This classification is part of Executive Management (MGT).

Employees in this classification are not members of the classified civil service and are appointed "at will" with no property right to continued employment. Each appointment is for a specified period of time to be determined by the appointing Council member and does not extend past the end of the elected official's or appointing authority's term. This unclassified position requires a disclosure of outside investments, real property interest, income and business positions.

Staff members must be willing to work flexible hours and, as exempt management employees, are not eligible for overtime compensation. The actual salary will be \$30,000 - \$45,000 annually, depending upon qualifications.

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