



City Council Seeks Candidates for Legislative Aide

The Everett City Council is currently seeking qualified candidates for the position of Legislative Assistant. Everett Residents to Apply

The primary duties and responsibilities of this position include, but are not limited to, the following:

Title – Legislative Aide

Job Description – The Legislative Aide provides administrative support to the members of the City Council, the Clerk of Committees and the City Clerk/Clerk of the City Council.

Duties – Under the general supervision of the President of the City Council and Clerk of the City Council, the Legislative Aide shall:

1. Assist Council members with scheduling appointments, committee meetings, regular and special meetings;
2. Prepare, maintain and distribute the minutes and agendas of Council meetings to Council members and other interested parties;
3. Draft correspondence on behalf of the City Council and individual members as necessary;
4. Maintain a filing system for all pieces of business for each councilor and the City Council in general;
5. Assume duties of Clerk of Committees during his/her absence;
6. Create city-business related flyers, petitions and citations upon request of Council members;
7. Receive and screen phone calls and in person visitors;
8. Open, review and/or distribute department mail;
9. Maintain current knowledge of significant department issues and related activities in order to serve as liaison between Council and city, state and federal officials, as well as members of the general public;
10. Maintain confidentiality, to the fullest extent permitted by law, with respect to Council and municipal activities;
11. Provide research for Council members;
12. Assist Council members in drafting resolutions, orders and ordinances;
13. Prepare financial reports as necessary, as well as assist in preparation and submission of the annual Council budget appropriation request;
14. Process weekly and monthly payrolls;
15. Coordinate purchase of supplies, personnel and accounts payable documentation;
16. Provide timely notice to Council members regarding all Council meetings, committee meetings and city events in the medium each member desires;
17. Perform other lawful duties as assigned by Council members, Clerk of Committees, and Clerk of City Council impartially and without favoritism.
18. Must refrain from any open political support for members of the Council, the Mayor, members of the School Committee, the State Representative, the State Senator and/or any candidates seeking election to those offices.

Required Abilities and Skills

Candidates must demonstrate the following skills and abilities:

1. Proficiency in Microsoft Office and possess the ability/willingness to learn new software programs that may be implemented from time to time;
2. Excellent written and oral communication skills;



3. Thorough knowledge of office management practices and procedures;
4. Willingness to gain a working knowledge of City departments and their functions;
5. Ability to interact with others in a professional and courteous manner;
6. Ability to work well under pressure;
7. Ability to maintain detailed records;
8. Ability to work under time constraints and to meet assigned deadlines;
9. Ability to use all office equipment in the Council office;
10. Willingness to gain a working knowledge of Council rules, the Legislative Code and the Everett City Charter;
11. Ability to produce quality work while multitasking;
12. Ability to maintain the proper level of confidentiality regarding Council and city activities;
13. Excellent organizational skills;
14. Must take pride in personal appearance and work product created;
15. Ability to follow direction;
16. Ability to work independently and/or in a group setting;
17. Willingness to maintain flexible work schedule that may include evening hours;
18. Must demonstrate and maintain a reputation for integrity, honesty and overall competence; and
19. Must be able to provide all work-related duties impartially and without favoritism.
 - Ability to establish and maintain effective and harmonious working relationships with city officials and departments, state agencies and the general public;
 - Strong written and verbal communication skills;
 - Ability to perform assigned tasks with minimal supervision.

Qualified candidates shall be interviewed by the members of the City Council's Committee on Legislative Affairs and Elections, who may recommend their preferred candidate. The chosen candidate shall be appointed by a majority vote of the City Council members present at the City Council meeting at which the appointment appears on the business agenda. The chosen candidate for the position of Legislative Assistant shall serve as an "at will" employee and shall be on a three month probationary period to commence once they are hired. The applicants shall take an exam to test their proficiency in Microsoft Office and shall schedule an appointment with the City Clerk to take such exam.

Starting salary is commensurate with experience. Interested candidates should forward their resumes and cover letter by email or paper mail to:

sergio.cornelio@ci.everett.ma.us

City Clerk
Everett City Hall
484 Broadway, Room 10
Everett, MA 02149

Resumes will be accepted up until Wednesday, April, 4th 2018. The City of Everett is an Equal Opportunity Employer.