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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **CDC-21-28**	POSITION TITLE: **Legislative Assistant**
OPENING DATE **12/16/21**	CLOSING DATE: **Open until filled**
SALARY RANGE: **up to $75,000/yr**	TOUR OF DUTY: **Monday-Friday: 9am-5:30pm Evenings, weekends & holidays may be required for special events and meetings**
NO. OF VACANCIES: **One (1)**	OFFICE: **Office of Chairman Mendelson**
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

Phil Mendelson is the Chairman of the Council of the District of Columbia. As Chairman, he leads the Council on all legislative matters and chairs the Committee of the Whole which has purview over matters concerning the District's budget, consumer and regulatory affairs, federal relations and statehood, planning and zoning, regional bodies, the Commission on the Arts and Humanities, and the University of the District of Columbia. The Committee of the Whole also has full jurisdiction and oversight over all education issues, including early childhood/childcare, pre-k through 12 schooling, and higher education, as well as all Education agencies. Each Councilmember is a member of the Committee of the Whole. The Chairman also oversees all Council appointments to boards and commissions.

POSITION ATTRIBUTES

The Legislative Assistant will assist with research, analysis, policy development, and other duties as assigned that will further education reform in the District. The Assistant will work with the Senior Education Staff and become a subject-matter expert on agencies and issues that fall under his/her portfolio. The Assistant is expected to be able to provide advice directly to the Chairman on issues related to his/her portfolio. All legislative staff also provide a level of administrative assistance to the team including hearing preparation and in other areas. Responsibilities of the position include report drafting, bill drafting, tracking legislation and developments within assigned issue areas, research, and staffing the Chairman at public hearings and relevant meetings. This position would also work with the Committee Assistant on education-related constituent issues.

INCUMBENT ATTRIBUTES

The successful candidate will have strong writing skills; interest in education and furthering education reform in the District; adapt proactively to a changing legislative environment; strong organizational and time management skills; work collaboratively with internal staff, agency staff, stakeholders, and constituents; have strong analytical skills and initiative; have a pleasant demeanor and be comfortable handling constituent issues; and have a demonstrated interest in and understanding of the legislative branch of government. Residency in the District of Columbia within six months of hire is required.

HOW TO APPLY:

Please submit cover letter and resume electronically to Committee and Legislative Director, Evan Cash (ecash@dccouncil.us) and include "Education Assistant" in the subject line. Additional materials may be requested at a later date. No phone calls please.

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; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

COVID-19 VACCINATION POLICY

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

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 statue 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.