



## **Title: Council Assistant**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Assistant to the City Manager.

This classification does not supervise on a regular basis but may be asked to occasionally supervise and/or perform lead functions over interns and volunteers.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to provide a wide scope of professional support to the Council. Represents Council at meetings; provides extensive professional assistance, project management, district fund management and performs highly responsible work covering a broad range of municipal activities.

### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Provides a visible link between elected officials and the public; acts as a representative in dealings with constituents (individually and in groups), City departments, and committees.



# City of Peoria

## HUMAN RESOURCES

2	Responds to citizen inquiries and complaints with the utmost tact and resourcefulness in seeking solutions to problems presented from within the City and other agencies; communicates with citizens, management, public officials, the general public, and other City employees in order to resolve complaints and inquiries; provides requested information or referral; maintains a database on constituent concerns and follows up with appropriate departments to determine progress and date of completion.
3	Attends City Council meetings and work sessions; researches; responds to and prepares correspondence; sets up meetings and conferences; manages / coordinates special events; responds to telephone inquiries and performs necessary follow up; communicates with City management on sensitive and / or confidential issues received by the Council.
4	Knowledgeable about a variety of City issues; able to state the Council's position on such issues; includes knowledge of and close working relationship with staff handling intergovernmental affairs and communications; exercises considerable judgment in professional capacity; analyzes policy issues; identifies citywide impacts; coordinates responses on strategies and alternatives for dealing with issues.
5	Prepares reports and verbal / written correspondence on behalf of Council; assists in setting Council's schedules; directs and coordinates the work of interns and volunteers as required per project; prepares PowerPoint presentations; assists in preparing news releases and media prep bullet points; writes copy for Council websites; designs / creates logos and fliers for organized district events or meetings; maintains constituent engagement by managing social media accounts of Councilmembers.
6	Conducts research, special projects, and assures implementation of programs developed and initiated by Council; may direct the development of programs to determine citizen needs and to involve citizens; directs resolution of issues raised by citizens; coordinates with Department Heads or appropriate parties in order to respond; advises Council on unresolved issues that must be addressed.
7	Composes correspondence dealing with issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment, or negotiation in responding to inquiries, and / or presenting or requesting information.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanners, copy / fax machine, and related software, telephone, camera.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.