

## **Legislative Senior Aide I (Non-Merit Term)**

**Full Time Salary Range: \$47,848 - \$78,902**

This is a non-merit term position scheduled to expire on December 6, 2021. Continued employment is contingent on renewal of term.

An At-Large Progressive Montgomery County Councilmember is seeking to fill a full-time non-merit term Legislative Assistant position to manage an active portfolio of issues related to: education, public safety; capital and operating budget; and planning and zoning. Responsibilities include crafting policy positions, legislation, and amendments; drafting talking points; working with relevant committee and Councilmember office staff; and building relationships with constituent groups and advocacy organizations.

Candidates must possess strong written and oral communication skills, be highly organized, attentive to detail, and capable of thriving in a fast-paced and rapidly changing environment. In addition, the selected candidates must have the ability to exercise sound judgment, courtesy, confidentiality and discretion in responding to constituent phone calls and visitors, and to respond to changing work priorities. Candidates must possess strong interpersonal, customer service, and communication skills and must be able to deal tactfully and equitably with people. These positions require the ability to work collaboratively with a wide and diverse group of constituents.

This non-merit position requires the ability to attend meetings or perform work at locations outside the office, including some evenings and weekends.

Montgomery County knowledge is a plus.

Qualified candidates should submit their applications (resume, cover letter, references, and a one-page writing sample) to [Cecily.Thorne@montgomerycountymd.gov](mailto:Cecily.Thorne@montgomerycountymd.gov) with "Legislative Assistant" in the subject line by November 23, 2020. No phone calls, faxes, emails, or walk-ins, please. Please note that the application process will be conducted remotely, in accordance with current social distancing guidelines.

### **Minimum Qualifications:**

**Experience:** One (1) year of progressively responsible experience in legislative/policy research or communications and/or professional level experience in a subject area relevant to local government administration.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

### **Preferred Criteria:**

- 1) Experience in setting priorities and organizing work assignments within deadlines;
- 2) Experience in conducting issues research and expressing ideas, conclusions and recommendations effectively, clearly and concisely, both orally and in writing
- 3) Experience in working effectively with constituents, community groups, and elected and appointed officials;
- 4) Experience in analyzing a variety of complex policy issues.
- 5) Teamwork
- 6) Experience working with Microsoft Office Suite

If selected for consideration for this position, you will be required to complete a writing assignment and submit writing samples.

Equal Opportunity Employer/Minorities/Female/Disabled/Veteran/LGBTQ (EOE/M/F/D/V/LGBTQ)