



## Senior Legislative Assistant – City Council, Intergovernmental Affairs, Office of the Mayor

Works to promote Mayor's Office legislative agenda by serving as a liaison between the Mayor's Office and city governmental and non-governmental stakeholders. Reports to the Deputy Director of Intergovernmental Affairs, City Council to advance the City's advocacy goals and interests. Performs related duties as required.

### ESSENTIAL DUTIES

- Represent the Mayor's Office before elected officials and staff, other government agencies, lobbyists, or community organizations
- Monitor and evaluate City Council activity including tracking legislation, hearings and other proceedings
- Advocate for legislative and regulatory outcomes and defined public policy objectives
- Build and maintain relationships with the City Council members and their staff, City Departments, City Sister agencies and advocacy groups
- Communicate with City departments about council affairs, including funding opportunities and proposed or enacted changes to City programs and policy
- Support the Mayor and attend events with elected officials
- Assist in regular follow ups and provide briefings for the Mayor and aldermen as requested
- Other duties as assigned

**NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

### MINIMUM QUALIFICATIONS

- Juris Doctorate, Masters or related professional degree preferred

- At least one (1) year of experience working closely with elected officials or local government experience.
- Experience with legislative process and government functions preferred • Excellent project management and interpersonal skills
- Excellent written and communication skills
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments
- Strong research, analysis, and relationship management skills

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

- Basic research, evaluation, and data analysis techniques
- City and department ordinances, policies, procedures, rules, and regulations

#### **Skills**

- Motivation - develop and direct people as they work
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner
- Time Management – ability to handle multiple projects and tasks and properly prioritize workflow • Negotiation – advocate policy positions and, where appropriate, seek to compromise

#### **Abilities**

- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

**Other Work Requirements**

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

**THIS POSITION IS SHAKMAN EXEMPT**

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

**Applicants interested in being considered for this position must submit their resume and an optional cover letter to Rachel Herndon at [Rachel.Herndon@cityofchicago.org](mailto:Rachel.Herndon@cityofchicago.org).**

***The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.***

**City of Chicago**

Lori E. Lightfoot, Mayor

**Department of Human Resources**

Christopher Owen, Commissioner