Title of Position: Councilmember Assistant
Supervisor’s Title: Councilmember
Pay Grade: Council Grade 20
Exemption Status: Non-Exempt
Positions Supervised: None
Creation/Revision Date: 12/21/2020
Job Code: 170700

PURPOSE OF POSITION: The Councilmember Assistant is appointed by, and reports directly to, a Councilmember. This position serves at-will and is exempt from Pierce County Career Service. The Councilmember Assistant provides a variety of routine to moderately difficult administrative services and acts as liaison between the Councilmember and Council staff, the public, constituents, and/or the media. Councilmember Assistants may attend meeting with, or on behalf of, the Councilmember.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:
1. Reads and respond to correspondence; resolves routinely to moderately difficult issues, drafts emails, letters, and correspondence for Councilmember review, brings difficult or complex issues to the attention of the Councilmember for resolution.
2. Assists Councilmember with preparations for committee, community, or constituent meetings.
3. Maintains Councilmember’s calendar.
4. May attend meetings with the Councilmember, as requested.
5. Performs other duties as assigned.

QUALIFICATIONS: This section describes what may be expected by a Councilmember. Requirements of experience, education, certifications, and relevant knowledge and skills are at the sole discretion of the Councilmember and need not meet these standards.

Required Experience:
- One year of administrative, customer service, or public relations experience in a volunteer or professional capacity preferred.
- Prior experience working for an elected official, executive, or director preferred.

Required Education:
- High school diploma or GED
- Associate’s degree in public administration, public relations, communication, political science or related preferred
- Experience may be substituted for formal education.

Professional Licenses/Certificates/Registration: None
Knowledge and Skills:
- General knowledge of current events and initiatives in Pierce County.
- General understanding of the functions and organization of Pierce County Government.
- Strong customer relations skills including the ability to manage stressful situations.
- Excellent written, verbal, and listening communication skills with a customer-oriented approach.
- Manages workflow and daily responsibilities and completes tasks with frequent interruptions.
- Establishes and maintains effective working relationships with elected officials, Council staff, County departments, and the public.
- Effectively interacts with the public and Council staff in a manner befitting the Councilmember.
- Handles sensitive situations and confidential information with discretion.
- Proficiency with a variety of computer programs including Adobe Acrobat, Microsoft Outlook, Word, and Excel.

WORKING CONDITIONS AND PHYSICAL DEMANDS:
- Work is performed in a typical office environment, requiring operation of a telephone, computer, and other office equipment.
- This position requires sitting for long periods of time and walking and/or standing is only required occasionally.
- Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
- This position requires exerting up to 10 pounds of force occasionally to lift, carry, or move objects.
- May be required to travel to alternate work locations.
- May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”