

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000713
Grade 26**

LEGISLATIVE SENIOR AIDE III

DEFINITION OF CLASS:

This is advanced level professional aide work conducting special research studies and reviewing and analyzing programs or budgets in support of a Councilmember. Personal contacts include Council members and staff, high level officials of County departments and agencies and other governmental entities, executive directors and board members of non-governmental operations, and the public, for the purpose of presenting and defending the Councilmember's position on policy and/or budget related issues as well as resolving difficult program problems. An incumbent in this class performs direct public service and assistance through initiating discussion, providing program-specific expertise, and responding to issues important to constituents.

An employee in this class performs professional aide work such as drafting legislation or making strategy recommendations for the Councilmember to whom assigned. The work of this class requires considerable knowledge of programs, practices, and issues on a range of subject areas and topics assigned by the Councilmember. An employee in this class independently plans, coordinates with others, and resolves problems in work assignments, usually deciding what approach to take and advising the Councilmember of sensitive or potentially controversial matters. Work is carried out within the parameters of broadly stated objectives and in consideration of newly proposed legislation and policy initiatives, requiring the use of considerable judgment in determining methods and procedures for conducting research, fact-finding, and reporting. The work is complex in that the employee must deal with a broad range of issues and organizations in order to solve problems and suggest options for the Councilmember's consideration, and/or to research and identify clear goals and alternatives for the Councilmember, working within the parameters that define the range of realistic options. This is accomplished through analysis, consideration, and recommendation of complex issues, always balancing the needs of the citizens, other Councilmembers, County agencies, and other affected groups and individuals. An employee in this class assists the Councilmember to achieve his/her particular policy goals (i.e., affordable housing, environmental protection, smaller class sizes) by speaking authoritatively for the Councilmember in meetings with organizations and residents, thereby benefiting County residents. Employees in this class may be required to work outside of normal working hours (e.g., attend evening Council work sessions, meetings, and public hearings to represent Councilmember.) Work is performed in a normal office environment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Conducts special research studies of issues on topics such as transportation, public housing, or education; drafts legislation or resolutions for the Councilmember; reviews and analyzes programs or budgets; briefs the Councilmember on issues coming before the Council; makes strategy recommendations to Councilmember on complex policy issues.
- Investigates and resolves complaints and inquiries from citizens/constituents, community groups, and private sector organizations on more complex matters and policy issues, such as land use and public safety; negotiates with these groups and organizations to resolve problems or propose

solutions.

- Initiates appropriate action on matters handled personally, investigating, researching and responding directly to complex policy issues raised in correspondence from citizens/constituents, community groups, private sector organizations, or other governmental offices.
- Attends and represents Councilmember at committee meetings, hearings, and conferences on a broad range of complex topics and issues under consideration or study by the Council; explains County policies, articulates Councilmember's position; develops strategies for Councilmember to resolve issues.
- Prepares public statements for Councilmember on complex policy issues; initiates press or community relations events for Councilmember as requested.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of programs, practices, and issues within specialized subject areas related to work program assignments.
- Considerable knowledge of the Montgomery County Government and local laws, rules and regulations.
- Knowledge of and skill in applying research and data gathering techniques, methods and procedures, including ability to organize and analyze information.
- Skill in negotiating issues with constituents, community groups, elected officials, and Department/Agency heads.
- Ability to handle confidential information with discretion.
- Ability to interpret and explain principles, procedures, policies, and regulations appropriate to areas of assignment.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources.
- Ability to communicate clearly and effectively in a variety of mediums.
- Ability to establish and maintain effective working relationships with elected officials, Department/Agency heads, and community leaders.
- Ability to plan, set priorities, and organize numerous complex work assignments.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of 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.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: November, 2005

Revised: August, 2013

September, 2014