

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

**Code No. 000718
Grade 22**

LEGISLATIVE SENIOR AIDE II

DEFINITION OF CLASS:

This is intermediate level professional aide work communicating with and solving problems for constituents, in support of a Councilmember. Personal contacts include Councilmembers 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 purposes of exchanging information, planning and coordinating work, or serving as liaison for constituents. An incumbent in this class performs direct public service and assistance through initiating discussion and responding to issues important to constituents.

An employee in this class performs professional aide work related to the efficient operation of the office of the Councilmember to whom assigned. The work of this class requires knowledge of programs, practices, and issues assigned by the Councilmember. An employee in this class independently plans and performs the work with general direction from the supervisor. Work is carried out within the parameters of specific objectives as defined by the Councilmember, requiring independent judgment to determine how to resolve problems, respond to inquiries, and articulate the Councilmember's position on various issues. The work is complex in that the employee must deal with a range of issues and people in order to solve problems and to suggest options for the Councilmember's consideration, and/or to speak with government officials to define the issue, assess the best path of action, and plan that action. The purpose of this position is to assist the Councilmember achieve his/her goals (i.e., affordable housing, environmental protection, smaller class sizes) by interacting with constituents on behalf of the Councilmember, thereby benefiting County residents. This is accomplished through research and conversations with government agencies and the people served. 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 take notes and/or represent Councilmember.) Work is performed in a normal office environment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Investigates and resolves complaints and inquiries from citizens/constituents and community groups on a broad range of matters; coordinates with community groups to resolve problems or to provide liaison with appropriate governmental offices.
- Initiates appropriate action on matters handled personally, investigating and researching appropriate replies to correspondence from citizens/constituents, community groups, or other governmental offices.
- Attends and represents Councilmember at committee meetings, hearings, and conferences on a broad range of topics and issues under consideration or study by the Council; takes notes, prepares minutes, summaries or reports as required; recommends specific options for Councilmember's position on assigned issues.
- Investigates and researches issues as assigned, compiling data, identifying solutions or courses of action for Councilmember's consideration; reviews memoranda and reports prepared for Council or

Committee sessions, highlighting issues for Councilmember's attention.

- Prepares public announcements, as appropriate; drafts speeches and statements for Councilmember; coordinates with Council press relations staff on press or community relations events for Councilmember as assigned.
- Performs full array of administrative functions as may be required by Councilmember, including correspondence, scheduling, and administrative management.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of programs, practices, and issues within specialized subject areas related to work program assignments.
- Skill in expressing ideas, conclusions and recommendations effectively, clearly and concisely, both verbally and in writing.
- Ability to plan, set priorities and organize work assignments to meet tight and often conflicting deadlines.
- Ability to handle confidential information with discretion.
- Ability to prepare comprehensive records and reports.
- Ability to work tactfully and effectively with constituents, community groups, elected and appointed officials, and senior staff in Departments and Agencies.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.
- Ability to rapidly acquire knowledge of the Montgomery County Government, its rules and regulations.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information.
- Ability to communicate clearly and effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Experience: Two (2) 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