

**CLASS TITLE: Senior Legislative Assistant – City Council, Intergovernmental Affairs, Office of the Mayor****CHARACTERISTICS OF THE CLASS**

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****Education, Training, and Experience**

- 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
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## **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

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### **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.

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City of Chicago  
Department of Human Resources  
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