

ATTACHMENT A

DEPARTMENT: CITY COUNCIL OFFICE
POSITION: AIDE TO CITY COUNCILLOR
JOB DESCRIPTION: The aide assists the city councillor by performing research and day to day administrative duties.

SPECIFIC DUTIES/RESPONSIBILITIES:

At the direction of the city councillor, the aide does the following:

- Conducts research and obtains information needed for resolutions, policy orders and proclamations for final approval by the city councillor.
 - Researches policy and/or ordinances of other jurisdictions in connection with the policy work of the city councillor.
 - Responds to telephone messages; checks e- mail and sorts by resident issues, events, meetings and information. Locates the appropriate contact person(s) in other branches of government, organizations and businesses that can provide the councillor with information needed for committee hearings or resolutions. Writes letters to and arranges meetings with such outside persons ¹ as directed by the city councillor.
 - Maintains and updates councillor's schedule and files of information and contacts for councillor's initiatives and committees.
 - Uses the *Cambridge Request System* to respond to resident requests for assistance, when appropriate.
 - As directed by the city councillor, assists residents with housing concerns, employment searches and other issues by referring them to the appropriate person, city department or organization and follows up with the residents to be sure they were assisted.
 - At the direction of the city councillor, the aide assists the city clerk in arranging committee hearings, and attends various meetings with residents at the request of the city councillor.
- ¹ Aides to the city councillors are fully subject to the City of Cambridge Charter requirement that city council dealings with the administrative service, except for purposes of inquiry, must be solely through the city manager.

MINIMUM REQUIREMENTS:

- Strong organizational skills including the ability to multi-task and a keen attention to detail.
- Excellent written, oral, and research skills, including internet research.
- Ability to interact with the general public with courtesy, respect and efficiency.

- **Comprehensive computer skills including familiarity with Microsoft Outlook, Microsoft Word, Excel and Power Point.**
- **Bachelor Degree preferred or equivalent job experience. Background in political science/government a plus.**

REPORTING:

The aide reports to the city councillor. Day to day administrative oversight is provided by the assistant to the City Council Office. As a city employee, the aide works at the pleasure of the city manager and is required to follow all the rules of city employment unless waiver of a particular rule is specifically approved by the city manager.

HOURS:

30 hours a week maximum. Hours vary based on responsibilities and must be documented.