

City Council Committee Liaison (Unclassified)

Salary Range: \$65,000- \$80,000 annually, depending upon qualifications and experience.

The Position:

The City Council Committee Liaison provides administration and management to eight City Council Committees: Active Transportation and Infrastructure, Audit, Budget and Government Efficiency, Economic Development and Intergovernmental Relations, Environment, Land Use and Housing, Public Safety and Livable Neighborhoods and Rules. In addition, the Budget Review Committee hearings and any temporary committees.

City Council Committees are comprised of Councilmembers, the Mayor's office, the City Attorney's office, the Independent Budget Analyst office, the City Auditor office and appointed Committee Members. The Committees are responsible for the initial discussion and strategic direction of issues requiring subsequent City Council attention, action, and ratification.

The position has frequent contact with council staff, city department directors and staff, community organizations, the public, and high-level public and private sector executives. The Committee Liaison works with sensitive and confidential materials and correspondence. Major responsibilities include, but are not limited to: coordinating and scheduling meetings, managing public meetings and communicating with the public alongside the Committee Chair during public hearings, coordinating with CityTV staff for live Committee meeting broadcasting, coordinating and scheduling meetings with city staff, other government agencies, and the public; composing and proofreading documents; populating and distributing docket agendas and minutes for Council Committee meetings; receiving and distributing background materials for public distribution, posting agenda/actions and backup documentation using OnBase; utilizing various computer applications and database programs such as Live Manager, Granicus, and Zoom Webinar; providing information and interpreting administrative policies and procedures for government officials, City Council, community organizations, and the public; ordering supplies and materials; maintaining files for records retention, maintaining the Committee's website using Drupal; providing trainings to staff; and performing higher-level work as assigned.

The position is an Unclassified Position, exempt from the Civil Service provisions of the City Charter and reports to the Director of Council Administration. The Committee Liaison is an "At Will" employee per the City Charter.

Qualifications:

The ideal candidate will have extensive office manager and/or executive-level administrative experience with a public or private entity with complex, sensitive, and security-sensitive duties. The ideal candidate will demonstrate or possess the following skills and abilities: self-starter, exceptional organizational and planning skills, keen ability to set workload priorities and work independently and on a team while exercising good judgment; experienced comfortability with public speaking; managing and long-term planning for several projects simultaneously; polished interpersonal and public relations skills; ability to establish effective working relationships with a variety of individuals and organizations, including the public and government officials and agencies; discretionary decision-making capabilities in a fast-paced live, public setting; ability to handle sensitive information from the City Council, Mayor, City Attorney, IBA, and the public

and government agencies; strong written communication skills, capacity and willingness to work under the pressure of multiple entities; ability to effectively handle or direct multiple projects and tasks simultaneously, proficiency with a variety of computer programs, especially OnBase and Zoom.

Any combination of education and experience that demonstrates these skills may be qualifying. A typical way to demonstrate these qualifications would be: three years of full-time clerical experience which must include a minimum of one-year full-time experience as a personal or private secretary. Experience as an office manager or assistant for a board president, chief executive officer, elected official or similar executive is highly desirable.

Selection Process:

To be considered for this position, please submit your current resume, letter of interest (highlighting your relevant experience for the position), and a list of three work related references (telephone and email) no later than Monday, August 8, 2022, to Mary Ann Wallace at Mwallace@sandiego.gov.