

**Office of Ward 13 Council Member Linea Palmisano**  
**Job Description for Council Aide**

Council Member Palmisano's Aide is a politically appointed position. Work plans, hours, and performance are determined and evaluated by CM Palmisano. This is the senior of CM Palmisano's two positions.

**Responsibilities:**

- Manages Ward 13 office operations in consultation with CM Palmisano
- Provides outstanding constituent service, including investigating solutions and ensuring resolution
- Completes regular and special assignments; plans events
- Conducts research and analysis on policy issues, committee work, and Ward 13 issues
- Acts as the representative for CM Palmisano at ward events and meetings, including evenings and weekends when necessary.
- Develops strong working relationships within city council and Ward 13
- Generates correspondence, reports, newsletters, web content, and social media

**Skills and Characteristics:**

- Very organized, detail-oriented, and thorough
- Office management skills
- Hard-working and responsible
- Good oral communicator
- Excellent writing, editing, and website skills
- Relevant political and/or policy experience
- Excellent constituent service
- Loyal
- Professional
- Courteous
- Exhibits discretion, including on social media
- Willingness to work evenings and weekends when necessary
- Flexible

**To Apply:** Email a resume, cover letter, and a list of three references (including contact information) to [ward13hiring@gmail.com](mailto:ward13hiring@gmail.com) **BY FRIDAY, NOVEMBER 29 at 5:00 p.m.**