

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

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

Responsibilities:

- Maintains Ward 13 office filing system and manages records
- Provides and manages outstanding constituent service, including investigating solutions and ensuring resolution
- Works with CM Palmisano to arrange and manage her schedule
- Completes regular and special assignments; plans events
- Conducts research and analysis on policy issues 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 **BY FRIDAY, NOVEMBER 29 at 5:00 p.m.**