



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 333.7

Job Title: **COUNCIL RESEARCH ASSISTANT(EXE LEV)**

Pay Grade: 23

GENERAL SUMMARY:

Performs various research and administrative activities for City Council members.

RESPONSIBILITIES:

- Researches Council agenda topics and evaluates impact of pending Council actions.
- Supervises activities of Council Member's office personnel.
- Serves as liaison between the Council Member's office and city departments.
- Responds to inquiries and complaints concerning policies and procedures.
- Represents Council Member at meetings and briefings and informs Council Member of significant issues.
- Assists with the interpretation of administrative policies and the transmittal of information to the public regarding operations and procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Political Science or a closely related field.

EXPERIENCE:

Two years of administrative, research or closely related experience are required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Council Research Assistant
Senior Council Aide

Effective: October 1990

Revised: March 1996