CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 331.4

Job Title: **COUNCIL AIDE (EXECUTIVE LEVEL)**

Pay Grade: 25

GENERAL SUMMARY:

Participates in planning and overall office management for Council Member.

RESPONSIBILITIES:

- Monitors Council Member's work schedule and activities and supervises office personnel.
- Acts as liaison between Council Member's office and departments.
- Responds to inquiries and complaints regarding policies and procedures.
- Represents Council Member at meetings and briefings and informs Council member of significant issues.
- Researches Council agenda topics and evaluates impact of pending Council action.
- Analyzes administrative policies and communicates information to the public regarding operations and procedures.
- Keeps abreast of changes in city ordinances.
- Serves as liaison with constituent groups.

SPECIFICATIONS:

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

EXPERIENCE:
Three years of administrative or closely related experience are required.

SUBSTITUTION:
Pertinent experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is somewhat sensitive and varied, and may require basic interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to moderate expense and inconvenience. The incumbent generally receives direction, working from goals, policies and standing instructions. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
May Involve scheduling, supervision and evaluation of work as a "first-line supervisor", may recommend personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Department Heads/Directors and occasionally with the Mayor and/or City Council. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. 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 Aide (Executive Level)
Senior Council Aide (Executive Level)

Effective: September 2015
Revised: November 2025