

COMMISSION ASSISTANT

Cobb County Government

\$60,202 - \$60,202/year

Full-time • Entry Level

About the position

The Commission Assistant position provides essential administrative support to the District 2 Commissioner of Cobb County Government. This temporary role, lasting up to six months, involves acting as a liaison between the Commissioner and the public, county departments, and elected officials. The assistant will manage communications, schedule appointments, organize meetings, and handle various administrative tasks to ensure the smooth operation of the Commissioner's office.

Responsibilities

- Provide administrative support to the assigned Commissioner.
- Act as a liaison between the Commissioner and the public, county departments, and elected officials.
- Screen and prioritize telephone calls and emails, responding to constituent concerns.
- Keep the Commissioner informed of messages and pertinent issues.
- Compose, edit, and proofread correspondence and documents related to the office.
- Plan, arrange, and manage meetings and community events for the Commissioner.
- Post community events and updates on social media outlets.
- Maintain the Commissioner's calendar and schedule appointments.
- Book travel and hospitality arrangements as needed.
- Process expense reimbursements.
- Attend meetings on behalf of the Commissioner and prepare meeting minutes.

Requirements

- Associate's degree in secretarial science or office administration required; Bachelor's degree preferred.

- Seven years of experience in providing executive-level administrative assistance.
- Knowledge and experience of various social media platforms.

Benefits

- Temporary position with a salary of \$60,202.31 per year.



We Are Columbia

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: **LEGISLATIVE CHIEF OF STAFF**

Department: City Administration

Pay Grade: 118

FLSA Status: Exempt

JOB SUMMARY

This position provides assistance and administrative support to the mayor and city council members. The class is responsible for coordinating and assisting with City Council meetings, community promotions, creates and updates guidelines for grants, and maintaining effective and efficient office operations. Performs related duties as requested and required. The incumbent works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

ESSENTIAL JOB FUNCTIONS:

- Coordinates with mayor/council/administrative offices;
- Maintains Mayor/City Council expense accounts;
- Provide day-to-day calendar support for the Mayor and City Council
- Performs routine clerical work as required, including but not limited to typing forms, reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, assembling materials, ordering office supplies and equipment, etc.;
- Provides assistance, support and planning of the Mayor and City Council activities, interprets policies affecting the City;
- Plans, organizes, oversees, integrates and evaluates the work of the Mayor's Office staff; with subordinate staff, develops, implements and monitors work plans to achieve office mission, goals and performance measures;
- Receives and responds to inquiries, requests for assistance and complaints from the general public, ensuring compliance with Freedom of Information Act requirements;
- Assists with special projects and programs as assigned;
- Attends staff, committee, community and City Council meetings as required
- Coordinates with the Public Relations Director as directed by the Mayor and City Council on public statements;
- Serves as liaison with city departments and outside agencies as directed by the Mayor

and City Council

- Provides instruction and leadership of subordinate clerical staff as assigned;
- Oversees proclamation and key to the city request along with honorary street naming request;
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills;
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in business or public administration, public policy preferred;
- Five (6) years of relevant prior experience;
- Valid South Carolina Class "D" Driver's License.

Knowledge, Skills and Abilities:

- Ability to plan and direct the operations and activities of the Mayor's Office, including the application of sound, expert knowledge, research and analysis of Citywide issues;
- Ability to summarize, tabulate or format data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information;
- Ability to represent the Mayor and City Council effectively on a variety of issues;
- Ability to provide information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants;
- Ability to handle or use machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner;
- Ability to evaluate work processes and recommend and implement improvements;
- Ability to read technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form;
- Ability to perform clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure; and
- Ability to guide others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

PHYSICAL DEMANDS:

The work is considered sedentary and involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The work requires the following physical abilities to perform the essential job functions: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS:

Work environment involves exposure to no known environmental hazards; and is relatively safe, secure and stable.

The City of Columbia has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Council Aide - City Councilmember Diana Romero Campbell District 4

\$58,656 - \$96,782 a year

City and County of Denver

Full job description

About Our Job

What We Offer

The City and County of Denver offers a competitive salary commensurate with education and experience. The hiring range for this position is \$58,656-\$70,000 / year based on experience and education. We also offer generous benefits for full-time employees which include but are not limited to:

- A guaranteed life-long monthly pension, once vested after 5 years of service
- 457B Retirement plan
- 132 hours of PTO earned within first year + 11 paid holidays, 1 personal holiday and 1 volunteer day per year
- Competitive medical, dental and vision plans effective within 1 month of start date
- A "flexible" Wellness Day has been approved in support of employee wellness and engagement for city employees. All civilian, and benefit qualified employees are eligible to use this day with manager approval and it must be used by Dec. 31, 2025, as it will not roll over into the new year.

Location

This position requires in-office presence four days a week, with occasional evening and weekend events. You will be expected to work on-site at the District 4 Office on East Hampden Ave. in Denver on designated days.

What You'll Do

The Office of Councilwoman Diana Romero Campbell is currently seeking a highly professional City Council Aide to provide comprehensive support for constituent, policy, and community impact initiatives within Council District 4. The successful candidate will possess exceptional interpersonal communication skills, meticulous attention to detail, and demonstrate a proactive work ethic. This role demands an individual who can maintain a positive demeanor in a fast-paced, confidential, and

politically charged environment. Additionally, the position is at-will and may require availability beyond regular business hours, including evenings and weekends.

Key responsibilities for the City Council Aide role include:

Administrative Activities

- Managing calendars
- Handling budget documentation
- Taking thorough meeting notes and providing follow-up
- Serving as a liaison with City departments

Constituent Services and Community Engagement

- Responding to constituent communications
- Collaborating with City agencies to resolve issues
- Participating in meetings with Neighborhood Organizations and City-related groups
- Attending external and public meetings alongside the Councilmember
- Building relationships and engaging with the community

Marketing & Communications

- Providing support in social media engagement
- Engaging with TV, news, radio, and print media
- Maintaining the office website
- Assisting with the distribution of marketing materials
- Crafting effective written communication for various purposes

Policy/Legislative Research

- Identifying issues and recommending strategies for district programs, policies, and legislation
- Monitoring legislation
- Drafting official statements on behalf of the office
- Collaborating with diverse populations on policy initiatives

What You'll Bring

Our ideal candidate is a proactive problem solver with strong communication, organization, and multitasking skills. They should have experience in administrative support, managing complex schedules, and meeting deadlines.

Marketing and communication experience, including creating newsletters, social media content, and branding, is a plus. Prior scheduling experience for C-suite executives or elected officials is preferred.

Key responsibilities include scheduling, preparing meeting materials, managing marketing projects, and serving as a community liaison.

We are seeking a highly professional, energetic, and adaptable candidate who can effectively engage with the public. This role requires enthusiasm, dedication, and a strong commitment to service in supporting Councilwoman Diana Romero Campbell and the constituents of District 4.

Required Minimum Qualifications

- Education Requirement: Bachelor's Degree
- Experience Requirement: Two (2) years of public sector experience or similar professional experience that included office administration, constituent services, community outreach, public relations, or communications
- Education/Experience Equivalency: One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.
- Licensure: None

Application Deadline

This position is expected to stay open until April 10, 2025. Please submit your application as soon as possible and no later than April 10, 2025, at 11:59 PM.



Manatee County Government COMMISSIONER AIDE

CLASS CODE	658-102	SALARY	\$51,912.00 - \$83,059.20 Annually
ESTABLISHED DATE	July 28, 2021	REVISION DATE	February 20, 2025

General Information

Reporting directly to a County Commissioner, this role performs advanced, highly responsible administrative, research, and technical work for assigned County Commissioners. This position requires initiative, independent judgment, and extensive knowledge of district-specific issues, policies, and constituent concerns. Acts as the primary point of contact for constituent services, providing professional representation for the Commissioner in meetings, events, and communications.

Note: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the assigned County Commissioner. Employees so designated may be terminated at any time with or without cause. This position has a direct report to their County Commissioner.

Working Conditions

Typical indoor office environment. Sitting for long periods of time, working on computer. Lifting equipment or supplies up to 25 pounds alone and up to 50 pounds with assistance. Position requires visual acuity and depth perception, as well as ability to hear and identify sounds. [Occasional, periodic, frequent] high stress situations that may involve angry or frustrated citizens. [Occasionally, periodically, regularly] required to work other than normal business hours [including nights and weekends].

Job Duties

Essential Functions

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Other duties assigned by the Commissioner assigned to. Other duties may be assigned by the designated Commissioner.

Serve as a trusted advisor to the Commissioner, providing timely briefings and updates on county issues, community concerns, and agenda items.

Attend community events, public meetings, and organizational gatherings, representing the Commissioner, and prepare comprehensive reports summarizing key takeaways.

Proactively research and track policy developments, legislation, and issues impacting the district, ensuring

Commissioners are well-informed and prepared for decision-making.

Draft, proofread, and manage correspondence, speeches, reports, and articles with accuracy and professionalism.

Coordinate constituent services by addressing inquiries, resolving issues, and ensuring escalations to appropriate departments are resolved efficiently.

Develop and maintain a detailed calendar of Commissioner activities, including scheduling, travel arrangements, and event planning, and correspond with Financial Management for appropriate paperwork.

Foster relationships with community stakeholders, local governments, and advocacy groups to support the Commissioner's initiatives and goals.

Ensure compliance with Florida Sunshine laws, public records requirements, and records retention policies.

Assist the County's Public Information Department in public relations efforts, including social media, newsletters, and community outreach campaigns.

Train and supervise new aides and/or volunteers and interns assigned to the Commissioner's office.

Commissioner Aide will report directly to the Commissioner assigned to the position. The Commissioner is their acting Manager and will complete evaluations and HR items as needed for their employee.

Performs other related work (including weather or extreme emergency duties) as required.

Minimum Qualifications

Bachelor's degree in Public Administration, Political Science, Communications, or a related field.

Minimum of three (3) years of experience providing high-level administrative and research support in government, nonprofit, or related fields.

Valid driver license required, with valid Florida driver license required within 30 days of hire.

Equivalent combinations of education and experience may be considered.

A comparable combination of education, training, and work experience which provides the requisite knowledge, skills, and abilities for this position may be substituted for the minimum qualifications.

Supplemental Information

Knowledge, Skills, and Abilities:

Strong analytical and problem-solving skills with the ability to manage multiple priorities.

Excellent written and verbal communication skills; adept in public speaking and stakeholder engagement.

Proficiency in public relations and marketing strategies, including social media and digital communication platforms.

Commitment to ethical standards and confidentiality in all matters.

Keywords

Administration, Professional, Public Relations, Research, Aide, Executive Assistant