



| | |
|--|---------------------------------------|
| JOB TITLE: Legislative Aide to the Village Commission | DEPARTMENT: Village Commission |
| ROLE & LEVEL: Non-Management | REPORTS TO: Village Manager |
| GRADE: 6 (40 hours) | FLSA STATUS: Salaried / Exempt |
| Salary Range: 65k – 115k | Entrance Salary – DOQ |
| Resume & Cover Letter accepted via email / PDF format to: Jrosado@nbvillage.com | Open until filled |

WORK OBJECTIVE:

The Legislative Aide provides comprehensive administrative, policy, and community relations support to the Village Mayor, Vice Mayor, and Commissioners. This position serves as a liaison between elected officials, constituents, Village departments, and outside stakeholders, ensuring effective communication and facilitating the elected official's legislative and community agenda.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assist in the development, analysis, and tracking of legislative initiatives, policy proposals, and community programs.
- Conduct research on municipal, state, and federal issues relevant to North Bay Village.
- Draft memos, correspondence, talking points, proclamations, newsletters, press releases, and legislative materials.
- Coordinate and attend commission meetings, board meetings, public hearings, and official events on behalf or together with the elected official.
- Respond to constituent inquiries, complaints, and service requests; ensure timely and effective follow-up with relevant departments.
- Maintain calendars, schedule appointments, and coordinate meetings and logistics.
- Monitor Village commission meeting agendas, prepare briefing materials, and assist in meeting preparation and follow-up.
- Serve as a liaison between the elected official and Village departments, advocacy groups, media, and the public.
- Maintain files, databases, and records related to legislative matters and constituent services.

Supervision:

- Supervision of projects / no supervision of personnel.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Political Science, Public Administration, Communications, or a related field (or equivalent work experience). Minimum 5 years of experience in government, public policy, or a legislative office. Strong written and verbal communication skills. Ability to handle sensitive information with discretion. Excellent organizational, research, and time management skills. Proficiency in Microsoft Office and digital communication tools. Bilingual (English/Spanish) preferred but not required. Required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

PREFERRED QUALIFICATIONS:

Master's Degree Political Science, Public Administration, Communications, or a related field.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong project management skills.
- Strong knowledge of legislative processes and procedures.
- Proficiency in project management software.
- Excellent leadership, communication, and interpersonal skills.
- Strong organizational and time management skills with the ability to handle multiple projects simultaneously.
- Skill in presenting information and responding to questions from staff, elected officials, consultants or the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to handle confidential information with tact and discretion.
- Ability to enforce regulations firmly, tactfully, and impartially.
- Ability to communicate effectively verbally and in writing.
- Ability to deal effectively with the public.
- Ability to establish and maintain effective and cooperative working relationships with those contracted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to pass the required background check and drug screening.

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.



ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside an office environment.

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

****The Village is an Equal Opportunity Employer****