

## **POSITION: Legislative Aide**

**TYPE: Full Time**

**ANNUAL SALARY: \$48,000 - \$75,000**

Applications may be mailed in or dropped off to the village hall or emailed to [recruitment@nbvillage.com](mailto:recruitment@nbvillage.com)

### **Job Summary:**

The Legislative Aide is a highly responsible executive position that serves as the principal aide to the Mayor, Vice Mayor, and Village Commissioners. This role carries out projects and complex assignments from the Commission to achieve Village objectives, performs research and analysis on municipal policy issues, and serves as a communication and policy liaison between the Commission, Village Administration, residents, businesses, and other stakeholders.

### **Essential Duties:**

- Works closely with the Mayor and Commissioners to identify the needs of the Village and accomplish the Commission's strategic objectives.
- Ensures the Mayor, Vice Mayor, and Commissioners are fully informed on all policy matters requiring their attention.
- Briefs and advises the Commission on matters of concern and prepares position statements for their consideration.
- Performs research on assigned problems, issues, or programs; analyzes findings and recommends changes in policies or procedures.
- Oversees and manages large-scale projects and initiatives on behalf of the Mayor and Commission such as the Island Walk initiative, Public Art, and other projects.
- Coordinates the resulting work of Commission meetings and ensures resulting information is accurately communicated to the Commission, Village Manager, and Village departments.
- Prepares reports, memos, or verbal updates on significant matters at the direction of the Commission to keep elected officials and senior management informed.
- Serves as a liaison between the Commission and administrative staff, Village departments, residents, businesses, or community organizations.
- Assists with constituent services, including responding to inquiries, resolving issues and complaints, and attending community events.
- Develops and monitors administrative policies and procedures among staff to process workflow and carry out the Commission's goals and objectives.
- Directs staff work necessary to accomplish programs or projects of interest to the Commission; provides oversight and direction to professional staff as needed.
- Prepares, edits, and reviews correspondence from the Commission to residents, organizations, or community groups.
- Accompanies or represents the Mayor and Commission at various meetings and ensures the Mayor and Commission receive all necessary background information.
- Prepares or directs reporting staff to accumulate material and research for articles, editorials, and policy statements delivered by the Commission.

- Manages the Commission's budget and reviews and processes all expenditures within the Office of the Village Commission.
- Manages the Commission's individual calendars, schedules, emails, and meeting requests.
- Attends Village Manager's agenda meetings and Village Commission meetings; prepares Commission agenda items and relevant backup attachments.
- Incorporates sustainability and environmentally friendly initiatives into community planning and projects.
- Collaborates with stakeholders to address the unique challenges of a waterfront municipality and develops proactive community programs and services.
- Performs other related duties as assigned by the Mayor, Vice Mayor, and Commissioners.

### **Minimum Qualifications**

Education: Bachelor's degree from an accredited college or university with major coursework in disciplines reasonably related to the core functions of the position, such as Public Administration, Business Administration, Environmental Studies, Urban Planning, or a related field. A Master's degree is preferred.

### **Experience**

Three (3) years of full-time, professional experience in program administration, public policy research/development, or other relevant work.

### **Additional Requirements**

- Successful completion of a criminal history background investigation.
- Excellent written and verbal communication skills, with the ability to effectively communicate with diverse audiences.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to work independently and exercise sound judgment in resolving complex issues.
- Demonstrated leadership and supervisory experience.
- Knowledge of local government operations, policies, and procedures.
- Proficiency in computer applications, including Microsoft Office Suite.

### **Benefits:**

- Vacation and Sick Leave
- Medical
- Dental
- Vision
- Retirement
- Tuition Reimbursement

The Legislative Aide serves at the discretion of the Mayor and Village Commissioners.

North Bay Village is an Equal Opportunity/Reasonable Accommodation employer and does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status.

