



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: COUNCIL STAFF ASSISTANT

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4006

PAY RANGE CODE: 17 AEC

REVISION DATE: 6/23/16

NATURE OF WORK:

This is professional, administrative, and financial work providing support services to City Council members. Work includes researching council agenda items, developing background information on issues relating to general or fiscal policies, analyzing data, preparing reports, and investigating and formulating responses to citizen complaints. An incumbent is also responsible for continuous public relations and coordination with other governmental representatives at all levels. Work is performed under the supervision of an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Researches issues related to general or fiscal policies, analyzes data, and prepares reports outlining research and investigations conducted.

Participates in resolving complaints for City Council members and their constituents; works with city departments or other local, state, or federal agencies to research issues and obtain additional information; and briefs council members and constituents on outcomes.

Prepares reports on council agenda items by reviewing ordinances and resolutions and researching potential problems and issues.

Participates in the preparation, review, analysis, and evaluation of budget estimates and requests, agency funding appeals, revenue projections, tax rates, mill levies, special fees, and all city expenditures.

Collects and analyzes various data to research issues of public policy in other jurisdictions; develops and maintains contacts with federal, state, or county agencies.

Attends meetings of community groups, city boards/committees and other agencies for a council member to gather additional information or make presentations on behalf of the City Council Office or its members; serves as liaison between the City Council and various community groups.

Researches economic issues and prepares economic and statistical reports.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of municipal, county, state, and federal government organizations and operations.

Knowledge of accounting and financial principles and techniques and the ability to apply standard and accepted fiscal methods to varied situations.

Knowledge of investigative and research techniques, including statistical analysis.

Knowledge of the principles and practices of public administration, budgeting, and strategic planning.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to identify and summarize key elements of information significant to issues researched.

Ability to prepare clear, concise, and organized business correspondence and reports.

Ability to speak effectively in order to make presentations on behalf of the City Council Office.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, elected officials, and members of the general public.

Ability to bend, stand, walk and sit 51 to 75% of the time; reach and type 26 to 50% of the time; and push and pull 0 to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Three (3) years of administrative experience in municipal, county, state or federal government or the equivalent in private industry.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Facsimile

Dictation Equipment
Printer

Copier
Calculator

Previous Revision Date(s):

9/30/93
8/29/13