

Lexington-Fayette Urban County Government



LEXINGTON
6th District

Job Opening Legislative Aide – 6th Council District

Responsibilities

The duties of the full-time Legislative Aide include:

- Policy research and analysis.
- Attending neighborhood association meetings and other public events.
- Promptly responding to constituent requests.
- Creating and distributing the bimonthly 6th District newsletter.
- Managing office budget and financial records.
- Gathering and organizing materials for Council meetings.
- Managing projects for Councilwoman and/or neighborhood and community groups.
- Other administrative tasks as assigned.

Qualifications

The successful applicant should possess the following traits:

- Organizational skills: able to maintain clear records and organize information effectively.
- Strong computer skills; proficiency with Microsoft Office products, web services, graphic design programs, and other technologies.
- Strong research skills: the ability to quickly analyze complex policy problems and gather relevant information.
- Familiar with government and government service; knowledge of the structure of city government.
- Familiarity with the 6th District.
- Objectivity; able to provide unbiased research and information to the Council and the public.
- Strong communication skills, able to speak and write for diverse audiences.
- Ability to create effective working relationships; able to work with Council Staff, the Mayor's Staff, Departments and Divisions of city government, and community partners.

Minimum Requirements Bachelor's Degree required, Master's Degree preferred.

Experience and education that provide the qualifications listed above. Some evening and weekend hours are required. This position includes full benefits and a salary commensurate with experience and education. Salary is from \$50,000 - \$74,212.32. The selected applicant will be required to submit to a background check and drug screen.

How to Apply: Interested Applicants should submit a cover letter, résumé, and a list of professional references to Councilwoman Denise Gray, 200 E. Main Street, Lexington, KY 40507, or via email to dgray@lexingtonky.gov with the subject: **6th District Legislative Aide**. The position will remain open until filled.