

City of Somerville, Massachusetts
Job Description

Position Title:	Legislative Services Manager	Grade Level:	NU9
Department:	City Clerk	Date:	
Reports to:	City Clerk	FLSA Status:	Exempt

Statement of Duties

Responsibilities include division-level management of the city’s legislative activities and staff, including support for the City Council and Council Committees.

The employee will also support the administration of Boards and Commissions, including maintaining a record of membership, maintaining required documentation for members, providing training for liaisons and members, providing information to the City Council and city departments, and supporting the work of the City Clerk.

Knowledge of the Open Meeting Law, Ethics Law, Robert’s Rules of Order, and ability to research and reference state law and city ordinances is needed for this role.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as primary point of contact for Legislative Management software and Board and Commission software, including account management, training, and data quality assurance.
- Administrative management of legislative staff, including analysts and committee clerks, to include scheduling, supply ordering, and payroll submission.
- Serves as primary point of contact for legislative inquiries, and coordinates responses on behalf of the office.
- Receives and addresses all public comments, and submits to the Council or its Committees.
- Maintains database of Board and Commission membership, including terms and expirations, and uses the City’s legislative tracking software to verify appointments and terms and submit items for City Council consideration.
- Works with Committee Clerks and board liaisons to ensure meeting management standards, minutes reports and parliamentary procedures are consistent and accurate.
- Ensures citywide compliance with Open Meeting Law.
- Maintains and archives information regularly and accurately.
- Coordinates with Committee Chairs to create and post legal notices on required timelines.
- Creates and maintains systems for tracking data such as orders and public comments.
- Attends and prepares minutes for Committee meetings, City Council meetings, and the City Council’s Executive Sessions as needed.
- Prepares and sends correspondence for the Committees, including meeting notices, requests to appear, and requests for information.
- Prepares and maintains all communications for the Committees, prepares and maintains a meeting calendar, and notifies Committee chairs of pending business.

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- Assists, as needed, with the maintenance of the portion of the city's website that is dedicated to the City Council's Committees.
- Creates and posts Committee agendas.
- Provides technical assistance to the City Council with respect to parliamentary procedure, the Rules of the Board, Open Meeting Law and relevant state laws.
- Collaborates with employees from various City Departments to verify and convey information.
- Contributes to, creates, and delivers presentations to staff and Board and Commission members.
- Prepares and sends correspondence for the City Clerk and City Council.
- Tracks the status of information requests from the City Council to various City departments.
- Performs related work as directed by the City Clerk.

Supervision Required

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility

Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner.* Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Accountability

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed

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deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Personal Contacts

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Recommended Minimum Qualifications

Education and Experience: Bachelor's Degree, and three (3) years' relevant experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Intensive knowledge of a specialized field (e.g., civil engineering, public health, library science, specific trade) as well as general knowledge of related fields; or broad knowledge of major municipal function activities. Equivalent to a college or university education. Equivalent to a Master Craftsman knowledge level in trades or crafts.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of municipal operations. Working knowledge in handling and analysis of administrative data practices and techniques; working knowledge of office software including word processing, access and spread sheet applications. Knowledge of accounting and finance analysis techniques to interpret and manipulate departmental financial information and to

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assist with the design and development of the program/performance based budget.

Abilities:; ability to work independently in an efficient manner; ability to communicate effectively in written and oral form; ability to establish and maintain complex record keeping and accounting systems; ability to manage multiple tasks in an efficient manner; ability to carry out assignments to completion in an efficient and accurate manner. Ability to develop excellent facilitation and public speaking skills.

Skill: Skill in operating personal computers and applicable word processing and spread sheet applications; excellent interpersonal skills; time management skills, self-motivational skills and organizational skills are very important. Excellent written and public speaking communication skills.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.).

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.