

Somerville is a city that upholds progressive principles for both employees and residents. The City of Somerville embraces and encourages an innovative, empowering, and collaborative workplace culture in a fast-paced, challenging environment. The City also offers a generous benefits package that embodies a strong work-life balance. Not only is Somerville a “Model City,” as termed by *The Boston Globe*, it is also a model employer.

Statement of Duties

Under the supervision of the Somerville City Council President, the **City Council Legislative and Policy Analyst** will aid in policy research and the drafting of municipal legislative language related to Police Civilian Oversight in the City of Somerville. The employee will conduct extensive policy and legal research of existing Police Civilian Oversight programs across the country, will work with feedback and input from the City Council, members of the Somerville community, and representatives from various City Departments to draft legislative language for a Civilian Oversight legislation in Somerville.

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.

- Assist the Somerville City Council by conducting extensive policy research on existing Civilian Oversight programs in Massachusetts and across the country, identifying best practices and existing challenges.
- Conduct legal research on the powers held by municipal and State governing bodies in Massachusetts relevant to Civilian Oversight and policing.
- Write reports and memos synthesizing employee’s research for the City of Somerville and for members of the public.
- Draft legislative language for consideration by the City Council.
- Collaborate with employees from various City Departments to seek practical input.
- Contribute to, help create, and deliver public presentations (e.g. PowerPoint and/or related) for virtual and/or in-person community meetings with Somerville residents.
- Perform related work as directed by the City Council President or their designee(s).

Recommended Minimum Qualifications

Education and Experience: A bachelor’s degree and at least 2-3 years of legal education or municipal policy are recommended, 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. Current or recent law students are encouraged to apply.

Knowledge, Abilities and Skill

Knowledge:

Working knowledge of Massachusetts municipal and State law and best practices related to

Civilian Oversight programs. Working knowledge of computer programs needed to conduct legal research and create effective written reports.

Abilities:

Ability to interact well with City staff from a variety of Departments and with members of the public; ability to speak effectively and to communicate with individuals and groups; ability to handle problems effectively; ability to adapt and be flexible in response to quickly to changing situations; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to work independently and set priorities.

Skill:

Excellent organizational skills; excellent communication skills, excellent policy research skills, and excellent data processing skills in the use of personal computers and office software including word processing, internet, and spreadsheet applications.

Work Environment

The work environment involves everyday discomforts typical of offices and, for at least the duration of the COVID-19 crisis, will involve primarily remote working. Employee may be required to work beyond normal business hours to attend remote and/or in-person 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:

Few 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. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs.)

Motor Skills:

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

Visual Skills:

Close visual acuity is required for constant reading of documents for general understanding and analytical purposes and viewing computer screens.

Application Procedure:

This position will remain open until filled. Send your resume and cover letter to:

City Clerk John Long
City Hall
93 Highland Avenue

Somerville MA 02143
Fax: 617-666-4426
TTY: 1-866-808-4851
Email: jlong@somervillema.gov

City of Somerville residents are especially encouraged to apply.

The City of Somerville is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request.

Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Somerville or to attend meetings, should contact the City's ADA Coordinator, Nency Salamoun, at 617-625-6600 x2323 or nsalamoun@somervillema.gov.

Hours: Part-time, non-benefited, 19 hours/week

Schedule: November 2020-April 2021

Salary: \$42.00/hour