



Office of City Council, District 1 - Councilman Roberto C. Treviño

This is a position being hired by City Council Member. Assistants are not City Employees, but are employees of the individual Councilmember. These Assistants answer only to the Councilmember by whom they are employed and represent only the respective Councilmember's point of view in serving constituents.

## **Job Description – Communications**

### **Job purpose**

Under general direction performs a wide variety of professional duties involved in the media platform of the District office to include newsletter development, social media postings and account maintenance, media relations and research to include interaction with other City Council offices, City Departments and external organizations. Provide information and assistance to the public and direct administrative assistance to the Elected Official. City Council Aide must be politically astute and use discretion for all issues and requests.

### **Duties and responsibilities**

Due to the varied nature of District office work, the duties for all District positions include, but are not limited to the following:

- Ensures accurate and timely information flow between the District City Council Office and the residents and readership of District through newsletters and social media postings.
- Serve as the District liaison and single point of contact for all media outlets
- Coordinate with City staff and neighborhood groups on the dissemination of information concerning specific neighborhood projects.
- Work in conjunction with the Chief of Staff to draft responses to media inquiries and/or questions relating to the District Council office and other policy related issues.
- Prepare and assemble reports and other materials for distribution.
- Perform initial constituent services intake at the District field office when needed
- Attend monthly neighborhood associations as assigned, report on activity through social media platform and respond to constituent inquiries when needed
- Other duties and/or special projects as assigned

### **Preferred Qualifications**

- Bachelor's Degree from an accredited college or university with major coursework in Communications, Journalism, Political Science, Public Administration, or related field.

- Two (2) years of increasingly responsible administrative, customer service, problem solving or combination of education and experience.

### **Knowledge, Skills & Abilities**

- Ability to communicate clearly and effectively, both verbally and in writing.
- General knowledge of the principles and practices of social media.
- Ability to learn city services, programs, codes and ordinances.
- Ability to learn and apply policies and procedures utilized in handling complaints.
- Skill in utilizing a personal computer.
- Skill in utilizing graphic design applications and creating compelling visual
- Ability to exercise quick judgment, diplomacy, and follow through.
- Ability to respond to inquiries, complaints and requests for services in a fair and tactful manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to develop clear and concise reports.
- Ability to perform all the physical requirements of the job.

### **Work Location/Hours**

City Hall – 4th Floor  
100 Military Plaza | San Antonio | TX | 78205

District 1 Field Office  
1310 Vance Jackson | San Antonio | TX | 78201

Work Hours:  
8:30 a.m. – 5:30 p.m. – Some possible evenings and weekends

### **Application Instructions**

Interested individuals should email a letter of interest and resume to:

Jay Podjenski  
Council District 1, Chief of Staff  
Email: [jay.podjenski@sanantonio.gov](mailto:jay.podjenski@sanantonio.gov)

Enter **Communications** in the subject of the email.