CITY OF SAN ANTONIO
Elena Guajardo
Councilmember, District 7

JOB ANNOUNCEMENT

Position: Council Aide – Full-time **Salary Range: $24,000 - $28,000**

Job Summary:
Under general direction from the council member performs a variety of professional duties involved in the coordination of activities for the councilmember with city departments and external organizations. May serve as a liaison between the councilmember and individuals, advocacy groups and other associations to provide information or referrals for City services.

Examples of Essential Job Functions
1. Receives inquiries and complaints from the public and provides assistance with requests for services within the parameters of City policies and procedures; performs follow-up on citizen inquiries and complaints.
2. Monitors various issues or concerns of the district and informs council member of resolution status.
3. May perform complex research and statistical analysis, special projects, compilation of reports, conduct surveys on various issues or projects and prepare correspondence.
4. Attends meetings with council member as needed and provides support; may represent council member at various meetings with city staff, individuals and/or neighborhood associations.
5. May perform other general administrative tasks in support of district business and require late evenings and weekend hours for assignments.

Education, Experience and License Requirements:
1. Bachelor's Degree from an accredited college or university
2. Or combination of education and experience
3. Valid Class "C" Texas Driver's License

Preferred Qualifications:
1. Customer Service experience
2. Knowledge and experience of Microsoft programs
3. Strong written and verbal communication skills

Work Location:
City Hall or District Field Office

Application Instructions:
This is not a city employee position and the vacancy may be filled at any time. **Interested individuals should submit a letter of interest and resume by October 6, 2006 to:**

Councilwoman Elena Guajardo, District 7
City of San Antonio
P. O. Box 839966
San Antonio, Texas 78283-3966