



## OFFICE OF THE CITY COUNCIL/MAYOR CONSTITUENT SERVICES

<b>Job title</b>	<i>Part-Time Constituent Services</i>
<b>Salary Range</b>	<i>Set by Elected Official</i>
<b>Reports to</b>	<i>Chief of Staff</i>

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

### **Job purpose**

- Under general direction from the Elected Official, performs a variety of professional duties involved in the coordination of activities for the District with city departments and external organizations. Provide information and assistance to the public. Will work closely with individuals, advocacy groups and other associations to provide information or referrals for City services.

### **Duties and responsibilities**

- Work directly with the Citizens of San Antonio on a daily basis
- Serves in assisting meeting constituency needs within the parameters of City’s policies and procedures.
- Drafts responses to citizen concerns and/or questions relating to governmental operations; forwards inquiries to appropriate City Department when necessary; and follows-up to ensure resolution.
- Explains policies to community members and representatives of various interest groups and makes appropriate referrals for complex policy interpretation to the relevant Departments as necessary.
- Monitors various issues of concern and keeps Chief of Staff informed regarding citizen complaints and resolution status.
- Assists elected official in conducting research, preparing for meetings, appearances and events, and conducting follow-up for resolution of issues.
- Assists in facilitating meetings and events for the District.
- May attend meetings with City Council, City staff, neighborhood associations, other community groups or individuals and organizations as required. To include some evening and weekend work.
- Performs related duties and fulfills responsibilities as required.

## Preferred Qualifications

Preferred Qualifications include:

- Bachelor's Degree from an accredited college or university with major coursework in Political Science, Public Administration, Business 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 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.
- Ability to exercise quick judgment, diplomacy, and follow through.
- Ability to communicate clearly and effectively, both verbally and in writing.
- 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.

## Work Location/Hours

### Work Location:

Plaza de Armas  
115 Plaza de Armas, Suite 202  
San Antonio, TX 78205

or

Igo Library Field Office  
13330 Kyle Seale Pkwy.  
San Antonio, TX 78249

### Work Hours:

7:45 a.m. – 4:30 p.m.

\*Some possible evenings and weekends

## Application Instructions:

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

### Christopher Callanen

Assistant to City Council

Email: [Christopher.Callanen@sanantonio.gov](mailto:Christopher.Callanen@sanantonio.gov)