

# Legislative Analyst Vacancy Information

**Application Period** May 29, 2024 – June 12, 2024, at 12:00 pm (Noon)

The Memphis City Council is currently seeking qualified candidates for a Legislative Analyst position.

**Selection Process:** Applications shall be submitted no later than Wednesday, June 12, 2023, at 12:00 noon. A background check will be performed, and references will be contacted. Please submit the completed application and required materials to [Brooke.Hyman@memphistn.gov](mailto:Brooke.Hyman@memphistn.gov).

You are responsible for documenting that you meet all requirements for the position. An incomplete application, missing documents, or false responses to questions may result in disqualification. Your application must include all relevant education and experience. Before applying for a position, please update your profile (address, education, work history, etc.) to ensure that the most current information is considered as a part of the application.

You will be notified by email or telephone regarding the status of your application. Please read the job description below carefully.

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**JOB TITLE: Legislative Analyst**

**DIVISION: City Council**

**ESSENTIAL JOB FUNCTIONS:** Works under the direction of the City Council Chief Administrative Officer to perform research and analysis for legislative consideration and is the primary contact for members of the public regarding constituent concerns, correspondence, and invitations for the Council member they are assigned to work with.

## ***Legislative Duties***

Prepares and drafts legislation, resolutions, and amendments as requested. Provides staff support in varied topic areas and in council processes, procedures, and rules for standing committees during council sessions. Works with assigned Council member or designees to clarify drafting requests. Prepares and drafts resolutions in a clear, concise, well-organized, and technically correct manner following the established guidelines. Works with Council members, city management, outside agency representatives, and resolution sponsors to clarify the purposes of legislation and, or amendments to legislation. Investigates information requests and research questions from Council members, city management, and the public. Serves as the primary point of contact for assigned committee and public policy areas. Conducts careful and systematic research and analysis regarding policy issues. Gathers relevant information in a quick and accurate manner. Utilizes a variety of research methods, choosing the methods appropriate to a task. Draws logical conclusions from information gathered and documents the research conducted. Prepares and drafts reports in a clear, concise, and well-organized style for public distribution. Advises committee on technical matters, including processes, rules, and procedures. Maintains confidentiality when reviewing, distributing, and discussing legislative documents. Works as part of a team with the committee chair, committee members, colleagues, and others. Presents the results of research and other work

to committees and other groups by providing logical and comprehensive presentations. Answers questions in a direct and responsive manner. Creates and prepares a variety of correspondence, memoranda and reports by utilizing various computer applications. Supports distribution of information to the public through interim newsletter, maintaining committee web pages, and handling committee correspondence. Formulates and implements operating practices to ensure necessary records are maintained and manages the maintenance of office records and databases. Researches and assembles information from a variety of sources for the preparation of records, correspondence, and reports; and establishes and maintains confidential files.

### ***Constituent Services and Executive Support***

Performs a variety of complex and confidential executive support functions requiring a high degree of independent judgement and sound political acumen. Serves as office liaison for Council member and is responsible for providing a wide array of support services in a highly sensitive, political, demanding, and rapidly changing environment. Makes recommendations and decisions through interactions with top officials, representatives of a wide variety of community, civil and business groups, city management, and citizens on a broad range of significant operational and administrative matters.

Receives and considers a wide variety of requests to the executive's office; and determines and provides the appropriate response in addressing or referring substantial issues requiring sensitivity and sound independent judgment. Conducts research, responds to requests for information, and resolves complaints from citizens; and refers certain issues to appropriate staff members or City departments for resolution. Reviews, determines the priority of and routes assigned incoming correspondence. Receives and screens visitors and telephone calls.

Maintains and updates calendars; receives and screens requests; coordinates, arranges, and confirms meetings, appointments, social engagements, and community/intergovernmental events; develops itineraries and makes and confirms travel arrangements; submits conference registrations; and arranges hotel and flight reservations.

Responsible for the preparation and typing of correspondence, memoranda, reports, agreements, presentations, forms and other documents, often of a highly sensitive and confidential nature; ensures documents are accurate, complete and conform to standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to mail and email inquiries regarding a variety of City matters.

Completes major assignments in planning, organizing, and supervising the logistical arrangements of various meetings including Town Halls, Community Meetings, and other special events as requested by Council members. Attends meetings and events and represents the executive's office as directed. Serves as host for a variety of meetings, luncheons, receptions, and special events.

Ensures a customer service-oriented work environment that supports achieving the established objectives and service expectations.

**OTHER FUNCTIONS:** Performs additional work functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment, such as a personal computer and telephone. Requires some lifting and carrying objects, such as office supplies weighing up to 15 lbs.

**TYPICAL WORKING CONDITIONS:**

Work is performed in an office. Some travel to meetings across the City may be required. Some nights and weekends required if assigned by Council member or office management. Must be available to attend all committee and regular meetings of the Memphis City Council, except for in the case of extenuating circumstances that have been properly communicated to Council members and office management.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Political Science, Public Administration, Business or related field and five (5) years administrative research experience and policy development in government or other legislative environment; or any combination of education and experience which enable one to perform the essential job functions. Juris Doctorates preferred.

The City of Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, disability, national origin, political affiliation, age, or any other legally protected status.

## Legislative Analyst Application Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Please submit the name and contact information for three professional references.

1. Please list the name, address, email, and telephone number for Professional Reference #1.

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2. Please list the name, address, email, and telephone number for Professional Reference #2.

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\_\_\_\_\_  
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3. Please list the name, address, email and telephone number for Professional Reference #3.

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### Please attach the necessary documents.

Please attach the following

- a. Completed Application,
- b. Cover Letter, AND
- c. Resumé.

*\*All applicants must submit this information with your application. Applications without ALL requested attachments are incomplete and will not be considered. Applicants are solely responsible for submitting a complete application. Upon submission, Applicants will receive a confirmation of their application submission for their records.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*My signature serves as my acknowledgment that by applying for this position, that the information is correct and accurate. False statements will result in disqualification from the candidate selection process.*