



THE CITY OF PATERSON

Job Posting

Job Title:	Aide To Council Member	Job Category:	Unclassified
Department/Division	Office of The City Council	Job Code	00236@
Location:	City Hall	Travel Required	LOCAL
Level/Salary Range:	\$25,000.00	Position Type:	Part-Time
HR Contact:	Jerrell Antley	Posting Period	7/29/2019 – 8/5/2019

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:

973-321-1325

jantley@patersonnj.gov

Attention: **Aide To Council Member**

Regular Mail:

Jerrell Antley , Personnel Officer

Division of Human Resources (Personnel)

The City of Paterson NJ

125 Ellison Street, Suite 300

Paterson, NJ 07505

Job Description

Role & Responsibilities

Under direction, acts as an aide and liaison between an elected official and public and/or various governmental agencies, and assists him by performing varied highly responsible administrative duties, some of which may be of a confidential nature; does related work as required.

Examples of Work

- Assists an elected official in the decision making process pertaining to municipal government by collecting and analyzing data from public records and other sources.
- Assists in the review of municipal policies and procedures by researching data and conducting field interviews.
- May act as liaison between the elected official and the public by meeting with local groups and representatives of governmental agencies and provides them with information.
- May represent the elected official at conferences or engagements or may accompany the official at these conferences.

Educational Requirement

Graduation from a four (4) year course at an accredited college or university. Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year for year basis.

Experience Requirement

Two (2) years of experience as an assistant to an executive or an administrative officer in a public or private organization.

KNOWLEDGE AND ABILITIES:

- Knowledge of functions of public agencies.
- Knowledge of survey techniques and research methods.
- Ability to relate to people in order to tactfully acquire information and to answer inquiries.
- Ability to understand and interpret basic laws and regulations pertaining to municipal regulations.