
CITY OF STAMFORD
HUMAN RESOURCES DIVISION

INTEROFFICE MEMORANDUM

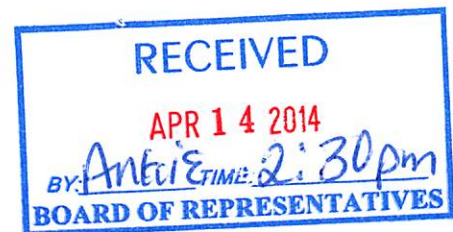
TO: BOARD OF REPRESENTATIVES STEERING COMMITTEE
FROM: CLEMON WILLIAMS., ACTING DIRECTOR OF HUMAN RESOURCES *CW*
SUBJECT: PROPOSED ORDINANCE LEGISLATIVE OFFICER –
BOARD OF REPRESENTATIVES
DATE: APRIL 14, 2014

Please add to the agenda the attached regarding a Proposed Ordinance for Authorizing the Creation and Designation of the Position of Legislative Officer – Board of Representatives under the suspension of rules.

Thank you.

CW/mbt

Attachments



PROPOSED ORDINANCE NO. _____
AUTHORIZING THE CREATION AND DESIGNATION OF THE POSITION OF
LEGISLATIVE OFFICER – BOARD OF REPRESENTATIVES

WHEREAS, the City of Stamford has recognized the need for improved communication between the Mayor, Department Heads, City Boards, City Commissions, State Government, Federal Government and the general public;

WHEREAS, it has been determined that the best way to accomplish this goal of improved communication is to create a position of Legislative Officer – Board or Representatives and to designate said position as unclassified;

WHEREAS, the Board of Representative has the power to create such a position pursuant to Section C2-10-2 of the City of Stamford Charter; and

WHEREAS, the Board of Representatives has the power to designate a newly created position as unclassified pursuant to Section C5-20-15(g) of the City of Stamford Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF STAMFORD THAT CHAPTER 40 (OFFICERS AND EMPLOYEES) OF THE CITY OF STAMFORD CODE OF ORDINANCES SHALL BE APPENDED AS FOLLOWS:

ARTICLE XXXXVI. – LEGISLATIVE OFFICER – BOARD OF REPRESENTATIVES

Sec. 40-167. Creation and designation.

A position of Legislative Officer – Board of Representatives is hereby created and designated as an unclassified position that shall report directly to the Clerk of the Board of Representatives.

Sec. 40-168. Duties and Qualifications.

Generally, performs highly complex legislative and administrative work to support the Board of Representatives. Work involves collecting, drafting, researching and preparing information for Board members, all under minimal supervision with latitude for independent and mature judgment and action.

The duties and qualifications of the Legislative Officer – Board of Representatives are set forth in greater detail in the position description entitled “Legislative Officer – Board of Representatives” as maintained by the Director of Personnel and Human Resources, which is hereby incorporated by reference as if fully set forth herein, including any additional terms and conditions of employment or duties negotiated or required from time to time when not inconsistent with this ordinance and reasonably necessary to carry out its purposes.

Sec. 40-169. Appointing Authority.

The Clerk of the Board of Representatives shall designate the successful candidate in accordance with this Ordinance.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon approval.

Randall M. Skigen, President, and Annie M. Summerville, Clerk, do hereby certify that the foregoing Ordinance was approved by a machine vote of [] by the 28th Board of Representatives at the meeting held on [] 2014].

Randall M. Skigen, President
Dated this _____ day of _____, 2014

Annie M. Summerville, Clerk / Date
Dated this _____ day of _____, 2014

David R. Martin, Mayor / Date
Dated this _____ day of _____, 2014

EFFECTIVE DATE: _____

FLSA Classification - Exempt
Unclassified - PAY PLAN
Salary Grade- B-04
Reports to - President of Board of Rep

Adopted-

LEGISLATIVE OFFICER – BOARD OF REPRESENTATIVES

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Clerk of the Board or designee, performs highly complex legislative and administrative work to support the office of the Board of Representatives. Work involves collecting, drafting, researching and preparing information for Board members. Work under minimal supervision, with latitude for independent and mature judgment and action.

EXAMPLES OF WORK (Illustrative Only)

Working with Committee chairs, city law department and other city departments, prepares drafts of resolutions ordinances for consideration by Committee.

Research proposed ordinances and resolutions for potential conflicts within Code or state law requirements.

Prepares and responds to information requests by committee chairs; acquires and provides sample ordinances. Conducts interviews with city personnel and other individuals regarding specifics of legislation.

Prepares public hearings notices; monitors public hearings.

Performs technical research on legal matters. Checks citations when required.

Assists committee chairs in presentations regarding proposed ordinances, organizing presentations to the committee, preparing summaries for board members, etc.

Monitors Code of Ordinances; recommends updates, rescissions and revisions thereto, including liaison with City Law Department.

Maintains liaison with Codification Company; proofreads supplements to Code.

Establishes and maintains departmental computer database of ordinances and resolutions and related subject matters; keeps department website up to date regarding legislation and public hearings.

Maintains Code books in office and other legal publications; files supplementary material and other related materials.

LEGISLATIVE OFFICER

B-04

Research and analyze complex issues and prepare written reports

Review changes in State law for possible effects on Charter/Code and research impact of same.

Advise Board members and city employees on Charter/Code requirements.

Advise Board members, city employees and the public on the legislative process and procedures.

Advise Board members on Robert's Rules of Order.

Ensure that the Board complies with relevant statutory obligations, including, but not limited to: publishing of agendas and minutes on a timely basis, publishing of public notices within the required time periods; conducting public hearings when required; considering items in the proper sequence if other Boards are required to do so.

Prepares agenda for all Board and committees' meetings. Reviews submitted items for accuracy and compliance with code/charter/state requirements and advise President/Clerk of same.

Attends necessary meetings; takes minutes and other records of Board's action, prepares minutes for public distribution.

Coordinates the flow of written materials to members of the Board of Representatives.

Searches for pertinent records of Board actions and related material in response to request from Board members, committees, City departments and the public.

Reviews incoming documents and summarizes the content of same for the President/Clerk and/or Committee Chairs/Members. Prepares reports as directed by President/Clerk/Committee Chairs.

Acts as liaison between the Board of Representatives and other city departments, agencies, boards and commissions.

Supervises, plans, schedules and coordinates the work of clerical and administrative staff.

Responsible for editing and approving daily time and attendance (KRONOS).

LEGISLATIVE OFFICER

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REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of legal procedures and terminology; ability to conduct legal research.

Skills in analyzing legal problems and policy issues and devising legislatively appropriate responses.

Thorough knowledge of office methods, practices, procedures, terminology and equipment.

Thorough knowledge of and ability to utilize various office automation software, including word processing systems and data base management programs.

Good knowledge or basic accounting procedures and general knowledge of municipal budgeting processes.

Excellent verbal and written communications skills to include complex correspondence drafting, English composition, grammar, punctuation and spelling.

Ability to present to large, small and diverse groups.

Ability to make quick and accurate judgment calls regarding the need to provide information to various customers.

Ability to generate complex reports and presentations.

Ability to establish and maintain effective working/professional relationships with external and internal customers.

Ability to multi-task and prioritize in a high-stress, fast-paced, multi-demand environment and the ability to make sound work-related judgments and decisions.

Ability to understand and effectively apply complex oral and written instructions and procedures.

Ability to responsibly handle sensitive and confidential information and situations.

LEGISLATIVE OFFICER

B-04

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited four year college or university with a Bachelor's Degree in public law, government, criminal justice or a related field and five (5) years of progressively responsible experience in legislative and policy matters OR an equivalent combination of education, training and experience as described above.

NOTE: A Master's Degree in public law, government, criminal justice or a J.D. may substitute for one (1) year of the required general experience

ADA AND ADAAA SPECIFICATIONS

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.