



## CLASS TITLE | COUNCIL ADMINISTRATIVE AIDE I

PAY GRADE: CS-60 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2645

Effective Date : 12/07/2022

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision provides staff assistance and aides the City Council in performing legislative, community relations, and administrative work; and performs other related assigned duties.

### ESSENTIAL TASKS:

- Acts as a liaison between the councilor(s), City administration, and internal and external customers
- Composes correspondence for the councilors
- Participates with the councilor(s) in a variety of task forces and committees
- Researches City procedures, policies, and ordinances
- Performs a variety of administrative tasks relating to the councilor(s) and council district(s)
- May initiate media contacts for Councilor(s)
- Conducts surveys and collects information on issues or proposals, analyzes research findings, and reports on solutions
- Organizes and assists in the facilitation of public meetings
- Serves as a liaison to a standing Council Committee
- Performs some more complex administrative tasks relating to the central operation of the Council Office
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

1. (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,  
(b) Two (2) years of experience in a field relevant to the essential tasks listed in this job description.

OR

2. Completion of one hundred and twenty (120) hours from an accredited college or university in a field relevant to the essential tasks in this job description.

### Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the principles and practices of business and office administration
- Good knowledge of the principles and best practices for customer services
- Good knowledge of the City of Tulsa and its government structure
- Some knowledge of the principles or research
- Roberts Rules of Order and the preparation of minutes
- The laws governing meetings and records

Ability to:

- Solve administrative problems and to be of assistance to a councilor
- Express oneself clearly and concisely, both verbally and in writing
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding
- Respond quickly and professionally in dynamic, rapidly changing situations
- Utilize various computer operating systems and Microsoft Office software



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Skill in:

- Providing high level customer service across a diverse customer base

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

**EEO Code: N-06**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**