GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COUNCIL OF THE DISTRICT OF COLUMBIA  

POSITION VACANCY ANNOUNCEMENT

<table>
<thead>
<tr>
<th>ANNOUNCEMENT NO:</th>
<th>CDC-20-06</th>
<th>POSITION TITLE:</th>
<th>Housing Policy Advisor</th>
</tr>
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<tbody>
<tr>
<td>OPENING DATE</td>
<td>03-02-20</td>
<td>CLOSING DATE:</td>
<td>Open until filled</td>
</tr>
<tr>
<td>FIRST SCREENING DATE:</td>
<td></td>
<td>TOUR OF DUTY:</td>
<td>9:00 a.m. – 5:30 p.m.</td>
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<tr>
<td>NO. OF VACANCIES:</td>
<td>One</td>
<td>OFFICE:</td>
<td>Office of Councilmember Elissa Silverman</td>
</tr>
<tr>
<td>TYPE OF APPOINTMENT:</td>
<td>Full-Time Excepted Service</td>
<td>DURATION OF APPOINTMENT:</td>
<td>At-Will</td>
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</table>
| AREA OF CONSIDERATION: | Open to the Public | LOCATION: | John A. Wilson Building  
1350 Pennsylvania Avenue, NW  
Washington, DC  20004 |

This position is NOT in a collective bargaining unit.

OFFICE BACKGROUND
Councilmember Elissa Silverman is an independent, at-large member of the Council of the District of Columbia. The councilmember chairs the Council’s Committee on Labor and Workforce Development, which primarily focuses on labor and employment policy. The councilmember is also an active member of the following committees: Housing and Neighborhood Revitalization, Government Operations, and Facilities and Procurement.

OVERALL POSITION DESCRIPTION
The Housing Policy Advisor is the subject-matter expert for all agencies and legislative issues that fall within the councilmember’s housing portfolio, as well as the primary advisor to the councilmember on housing legislation and policy. The councilmember expects the portfolio of the Housing Policy Advisor to focus on local housing policy in the District, including, but not limited to, issues such as affordable housing, public housing, housing vouchers, zoning, and the Comprehensive Plan. Additional policy assignments in line with the hire’s interests or expertise are possible, with previous examples including health policy, transportation policy, and education policy.

RESPONSIBILITIES OF THE HOUSING POLICY ADVISOR

- Advise the councilmember and chief of staff on housing policy and strategy.
- In collaboration with stakeholders, analyze and draft legislation on topics related to housing and other matters within the assigned portfolio.
Maintain relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents, and residents around the councilmember’s legislative priorities.

Monitor current events and best practices in local, state, and federal policy within the assigned portfolio.

Prepare the councilmember for hearings on housing and other assigned issue areas with briefing memos, talking points, and other materials.

Work with the Communications Director to develop communications strategies for housing issues.

Draft statements, questions, and/or speeches for the councilmember for relevant meetings and events as needed.

Staff the councilmember at relevant public events.

Help constituents on housing-related issues in conjunction with the councilmember’s Constituent Service Director.

**Skills and Competencies required:**

- **Knowledge** – Keep up with current trends in areas of expertise and be willing to maintain up-to-date knowledge and skills.
- **Decision Making** – Make sound, well-informed and objective decisions. Identify and understand issues, problems, and opportunities and encourage new ideas and innovations.
- **Strategizing** – Develop and carry out medium and long-term strategies to move forward the councilmember’s agenda.
- **Organizing Work** – Approach work in a methodical manner. Keep track of details to ensure work is performed accurately and is completed on time, coordinating efforts with all affected parties.
- **Adaptability** – Demonstrate the ability to adapt quickly to changing conditions or performance expectations. Effectively evaluate and use new ideas to enhance results.
- **Communications** – Communicate with individuals and groups effectively and professionally (verbally and in writing). Make clear and convincing oral presentations.
- **Initiating Action** – Energetic ability to multi-task and manage projects in a fast-paced and changeable environment.
- **Relationship Management** – Develop and manage collaborative relationships to carry out assignments and Council goals and objectives, utilizing tact and diplomacy in dealing with others.
- **Teamwork** – Be a strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks.
- **Flexibility** – Ability and willingness to travel within the Washington metro area and work occasional non-traditional hours.
- **Integrity** – Unwavering commitment to serving District of Columbia residents honestly and ethically.

Individuals from traditionally underrepresented communities are encouraged to apply.

**ATTRIBUTES**

Applications of this position must have experience in public policy development, research or advocacy. The strongest candidates will also have expertise or experience with housing policy, specifically local housing issues, or familiarity with the Council and the operations of the District government.
HOW TO APPLY: Interested applicants are asked to email a cover letter and resume to Sam Rosen-Amy at srosenamy@dccouncil.us. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED. Note: It is imperative that all information on the cover letter and resume is accurate and truthful. Misrepresentations of any kind may be grounds for disqualification for this position or for termination.

SALARY AND BENEFITS:
The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer. Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION