

Description: Part-time Executive Administrative Assistant

“City of Austin voters approved Proposition 3, a City Charter amendment commonly referred to as “10-ONE,” in November 2012. The Charter amendment provides for the election of City Council Members from 10 geographic single-member districts with the Mayor elected from the City at-large, beginning with the November 2014 election”

Job Purpose: Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Job Duties:

- Attends all ICRC meeting and community input hearings. Records minutes, and posts Agenda items.
- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Contributes to team effort by accomplishing related results as needed.

Qualifications:

- In-depth knowledge of typing correspondences, reports and other documents
- Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individual
- Demonstrates ability to schedule appointments and meetings
- Thorough understanding of making copies of printed documents, and filing correspondences, reports and additional records
- Extremely proficient in using Microsoft Office Suite
- Comprehensive knowledge of compiling and typing statistical reports and charts
- Substantial knowledge of arranging travel schedules and reservations
- Able to work and converse efficiently with all levels of colleagues, clients and other external contacts

In addition, due to Conflicts of Interest, the following are ineligible to be hired:

o Within the five year immediately preceding the date of application, either the applicant or their spouse have:

- Been appointed to, elected to, or have been a candidate for state or city office
- Served as an officer, employee, or paid consultant of a political party or of the campaign committee of a candidate for elective state, county or city office
- Been a registered state or local lobbyist
- Contributed or bundled \$1,000 or more in the aggregate to candidates for City of Austin elective office in the last city election

o A person who has been, within the three years immediately preceding the date of application: a paid employee of the City of Austin; person performing paid services under a professional or political contract to the City of Austin, to the City Council, or to any member of the City Council; any controlling person of any such consultant; or a spouse of any of the foregoing. II.3.(I)(3)

Due to the finite period of service, staff will be considered City of Austin temporary employees

o Temporary employees are required to comply with City of Austin Personnel Policies

Counsel for the Independent Citizens' Redistricting Commission (ICRC)

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Job Responsibilities:

Under the general direction of the Executive Director, the Chief Counsel serves as primary counsel for the implementation and legal coordination of the Creation of 10 Single Member Districts for the City of Austin, TX

Provides expert legal advice on the administration and implementation of the Independent Citizens Redistricting Commission's mission

Reviews policies, plans and procedures for legal compliance

Advises the Commission and Executive Director

Must have demonstrated extensive experience and expertise in implementation and enforcement of the federal Voting Rights Act (II.3.(K)(5))

Requirements:

- JD, Licensed to practice law in the State of Texas
- Adheres to Open Meetings Act, Federal Laws, and City of Austin Charter requirements
- Complies with Voting Rights Act in selecting Single-Member Districts

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Part-time Redistricting Mapping Consultant

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Responsibilities:

1. Participate in community forums to collect public input about community and district boundaries.
2. In a timely manner, evaluate proposed maps using 2010 U.S. Census, and assist Austin’s ICRC to develop 10 Voting Districts.
3. Assist with drafting testimony that the ICRC will give at public hearings.
4. Assist ICRC Executive Director, ICRC Members and staff in obtaining, analyzing, and presenting statistical data on demographics, voting patterns, and other information of interest.
5. Assist ICRC Executive Director, ICRC Members and staff in developing policy recommendations relevant to the redistricting map drawing process.
6. Prepare maps in a variety of formats, including Internet, e-mail, print, multimedia display for interactive community meetings, and coordinate other methods of distribution and sharing
7. As appropriate, prepare narratives or reports to accompany district line proposals

Qualifications:

- College degree required (advanced degree preferred) and at least five years of relevant mapping experience using GIS
- Experience in analyzing statistics and other demographic data
- Detail-oriented, flexible, self-starter with the capacity to liaison in a professional, effective, timely manner with several people and organizations
- Effective oral, written, and cartographic skills
- Experience with GIS software
- Experience with Census data and TIGER files
- Ability to work independently under tight deadlines, with excellent troubleshooting and problem-solving skills
- Organized with the ability to manage multiple projects/tasks with deadlines
- Knowledge of redistricting and redistricting software applications strongly preferred.

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