

Legislative Affairs Specialist

[APPLY](#)

Job Summary

This position is located in the Office of the Director, Department of Housing and Community Development (DHCD) and is primarily responsible for tracking Federal and District legislative activities, developing departmental strategic plans, designing and executing intergovernmental outreach plans, and drafting key reports to stakeholders (i.e., the Department of Housing and Urban Development (HUD), the Executive Office of the Mayor (EOM), the Council of the District of Columbia (Council), etc.).

Duties and Responsibilities

Assists with a broad range of requirements and issues inclusive of managing special legislative projects; ensuring timeliness of responses to the Council and other stakeholders; and as requested, represents the Department in policy forums. Responsible for tracking and updating relevant legislation pertaining to issues of significance to the Department. Coordinates responses to proposed resolutions and legislation affecting the various programs administered by the Department. Reviews critical legislative correspondence and special requests for information prior to submission to the Director's review and approval.

Attends Council meetings and reports findings of relevance to the Director and senior staff. Coordinates the participation of DHCD staff and stakeholders in Council hearings, briefings, and meetings.

Qualifications and Education

Specialized Experience – Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and this is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licenses and Certifications

None

Working Conditions/Environment

Work is generally performed in an office setting.

Promotion Potential

No known promotion potential.

Other Significant Facts

OPEN UNTIL FILLED, FIRST SCREENING DATE: July 15, 2024

Tour of Duty: Monday - Friday 8:15 a.m.- 4:45 p.m.

Pay Plan, Series, Grade: CS-0301-14

Collective Bargaining Unit: This position is not a part of a collective bargaining unit.

Position Destination: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an 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.