



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC -26- 0126</b>	POSITION TITLE: <b>Legislative Assistant</b>
OPENING DATE: <b>01/26/2026</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$80,000 - \$95,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Brianne K. Nadeau</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

This position is **NOT** in a collective bargaining unit.

**POSITION OVERVIEW:**

Councilmember Brianne K. Nadeau seeks to hire a Legislative Assistant to manage the review, analysis, and evaluation of legislation referred to the Committee on Public Works & Operations, chaired by the Councilmember. Experience or interest in policy related to the District of Columbia Alcoholic Beverage and Cannabis Administration (ABCA) is preferred.

**DUTIES AND RESPONSIBILITIES:**

- Engages in policy research to inform the Councilmember's legislative, oversight, and budget functions.
- Prepares and staffs the Councilmember for committee hearings and meetings.
- Represents the Councilmember on task forces, boards, and commissions, as needed.
- Assists and represents the Councilmember in engagement with constituents, businesses, and advocacy organizations.

- Works with the Councilmember's communications staff to assist in translation of committee activities to external communications. This may include high-level strategic communications as well as review of communications collateral for accuracy.
- As needed, assists the Councilmember's constituent services staff in engagement with agencies under their committee and legislative portfolio, to assist in the resolution of constituent casework.
- Serves as a confidential advisor and assistant to the Councilmember on matters within their committee portfolio.
- Reviews Mayoral nominations, contracts, and reprogramming requests subject to committee review and makes recommendations to the Councilmember regarding appropriate action.
- Formulates questions and lines of inquiry on legislative proposals, oversight, or budget matters.

### **SKILLS AND QUALIFICATIONS:**

- J.D., M.P.P., or comparable postgraduate degree preferred but not required.
- Prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy.
- Background in ABCA-related issues (e.g. alcohol licensing and applicable laws and rulemakings) is preferred.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

### **COMPETENCIES REQUIRED:**

- Maintains familiarity with current trends in areas of expertise.
- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing assignments. Effectively evaluates and uses new ideas to enhance results. Is able to focus on assignments during periods of change or uncertainty.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- Communications – Communicates with individuals and groups effectively and professionally. Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Effectively conveys complex legal and/or legislative issues in plain language for diverse audiences.
- Customer/Citizen Focus – Demonstrates a “customer/citizen service orientation” and is courteous and respectful in dealing with the public and internal staff. Provides requested information and services in a timely and effective manner and follows through on commitments. Seeks to understand and meet expectations and responds to their concerns.
- Decision Making – Makes sound, well-informed decisions and can clearly explain rationale. Identifies and encourages new ideas and innovations. Develops new insights into situations and uses effective approaches for choosing a course of action or developing appropriate solutions.

- Initiating Action – Responds promptly when confronted with a problem or made aware of a situation. Proactively implements potential solutions without needing prompting and does not wait for others to act or request action. Anticipates future needs and takes appropriate action, even in challenging circumstances.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Political Acumen – Is highly literate in, or willing to learn, the political and media environment of the District of Columbia and the office's place within it, as well as the function of the functions of the Council and District of Columbia Government.
- Relationship Management – Effectively establishes and maintains rapport with a broad variety of stakeholders. Develops and manages collaborative relationships to carry out assignments and Council goals and objectives. Utilizes tact, diplomacy and ethical behavior in dealing with others.
- Self-Reflexivity – Engages in regular self-reflective practice, examines personal and professional biases, and maintains an understanding of how backgrounds of race, class, ability, and personal background impact the dynamics of a diverse workplace.
- Technical Knowledge: Demonstrates expertise in the legislative process and in public policy analysis.

#### **PERFORMANCE ENVIRONMENT:**

Incumbents of this position will be required to work in a high-paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with generous opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct it when it may arise.

More detailed performance expectations will be developed with the Chief of Staff.

#### **HOW TO APPLY:**

All packages must include:

- Cover Letter
- Resume
- Writing sample

- Three References
  - Please include “LEGISLATIVE ASSISTANT” in the subject line.  
**Please submit application package materials to Niccole Rivero, Chief of Staff, at [nrivero@dccouncil.gov](mailto:nrivero@dccouncil.gov)**
  - **NO PHONE CALLS**, please. Applicants will only be notified if granted an interview.
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#### **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.)

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#### **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 and subsidized public transportation.

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#### **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.

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#### **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.

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