

# Oakland City Council District 4 Policy Director

## Description of Position:

Under the direction of Councilmember Sheng Thao, the candidate will act as Policy Director to the District 4 office. Their primary responsibility is writing and passing policy on a wide range of issues including, housing, environmental, land use, public safety and mobility issues. Additional duties include, but are not limited to: general office administration, constituent services, phone contact, and written communications to include emails, letters, memorandums and other miscellaneous writing assignments.

Working within a team environment, the candidate for this position must also be self-driven, motivated and possess the ability to work and complete tasks both independently and in a timely manner. The candidate must be willing and able to work from the Councilmember's office in Oakland's City Hall, located near the 12th street BART station, as well in the field at community events and forums on evenings and weekends.

## Examples of Duties:

- Develop a deep understanding of Oakland's laws and budget
- Develop and work in partnership to pass a wide range of policies
- Write amendments for and develop the city's budget
- Regularly meet with internal and external partners
- Manage communications between D4 office, City Attorney's office, City Clerk's office and other departments.

## MINIMUM QUALIFICATIONS

- Verifiable legal and/or policy experience
- 4-year degree in or equivalent work experience
- Reliable vehicle and valid California driver's license
- 2-4 years of work experience preferred

## KNOWLEDGE AND SKILLS

- Candidates must have a strong understanding of equity and justice that is essential to working for one of the most diverse cities in the country.
- Strong organizational skills are required to balance multiple demands, set priorities and meet critical deadlines.
- Candidates must be able to effectively manage competing top-level priorities and sensitive assignments in a confidential and expedient manner. Candidates must possess flexibility and adaptability in order to address issues or challenges that may quickly arise, then change course without notice.
- Strong communication skills and abilities are key to the success and efficiency of this position. Candidates will communicate with people both within and outside of the City of Oakland (i.e. constituents, members of the public at large, advocacy groups, elected officials and their representatives, members of the media, business leaders and various levels of internal and external County staff).
- Candidates must be assertive while exercising diplomacy and tact when interfacing with others.
- Knowledge and experience in politics, local government, community organizations and City programs is desired.
- Proficient in English grammar, spelling, syntax and punctuation is required.
- Experience in information dissemination techniques and methods is required.
- General knowledge regarding the city of Oakland and District 4 communities is desired.
- Computer proficiency is required. General working knowledge of all Microsoft computer applications (Outlook, Excel, Word, PowerPoint, and Publisher) also required.
- Proficiency in social media uses and platforms is desired.

## COMPENSATION

- Salary: \$65 - 72k depending on experience
- Incredible, union-negotiated benefits

To apply for this role please send cover letter and resume to [District4@Oaklandca.gov](mailto:District4@Oaklandca.gov) with the headline "District 4 Policy Director"