

## **Job Announcement: Associate Clerk for Operations & Citizen Advocacy**

*Posted: Friday, April 11, 2025*

The Lafayette City Council and the Lafayette Parish Council of Lafayette City-Parish Consolidated Government (LCG) seek a highly-competent, politically-unbiased, dedicated, loyal, and trustworthy individual to serve as its next **Associate Clerk for Operations & Citizen Advocacy**. This unclassified, full-time position reports directly to the Clerk of the Council and serves at the pleasure of both the Lafayette City Council and the Lafayette Parish Council.

### **General Responsibilities**

- **Citizen Advocacy:**
  - Address constituent issues and concerns referred to the Council Office or directly to Councilmembers.
  - Assist citizens by navigating LCG's organizational structure and submitting service requests or inquiries to the appropriate LCG departments and/or external agencies.
- **Interdepartmental Liaison:**
  - Act as a liaison with LCG department heads (or their designees) to follow up on outstanding constituent issues.
- **Field & Public Representation:**
  - Represent Councilmembers in community engagements, field contexts, and other public-facing roles, as requested.
- **Budget Review & Committee Support:**
  - Attend budget briefings and accurately record proceedings and schedules of amendments during the annual Council review of proposed operating and capital budgets.
  - Participate in other Council committee meetings and maintain records, as needed.
- **Council Meeting Attendance:**
  - Either frequently or periodically attend regular and special Council and community meetings, based on demand, as determined by the Clerk of the Council.
- **Lobbying Activity:**
  - Register as a Legislative Lobbyist on behalf of Lafayette Consolidated Government and engage in lobbying activities with the Louisiana Legislature, as requested by Councilmembers through the Clerk of the Council.
- **Acting Authority:**
  - Act on behalf of the Clerk of the Council in their absence for administrative, operational, and other authorized activities.
- **Supervisory Support:**
  - Provide limited oversight of the Legislative Assistants for the Parish and City Councils, as well as the Council Receptionist, on operational activity.
- **Additional Duties:**
  - Perform other tasks as assigned by the Clerk of the Council or by Councilmember direction through the Clerk of the Council.

### **Qualifications**

- **Experience:**
  - Demonstrated experience in government administration, constituent relations, or a related field.
  - Proven ability to navigate complex organizational structures and liaise effectively between departments.
- **Skills:**
  - Excellent written and verbal communication skills.
  - Strong organizational abilities with attention to detail, particularly in record-keeping and meeting documentation.
  - Ability to accurately type at a speed of at least 70 words per minute and possess proficiency with standard office technology and software to include, but is not limited to, tools such as the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), e-mail and calendar management systems, digital collaboration platforms for document sharing and communication, etc.
  - Proficiency in managing multiple tasks and prioritizing responsibilities in a fast-paced environment.
  - Competence in public relations and community engagement, with a service-oriented approach.
  - Outstanding interpersonal skills and ability to effectively communicate with vast assortments of citizen populations.
- **Education:**
  - A baccalaureate degree is preferred; however, candidates with equivalent experience and skills will also be considered.
- **Other Attributes:**
  - Ability to represent Councilmembers professionally in both public and field contexts.
  - Commitment to public service and a thorough understanding of governmental operations and constituent advocacy.

## **Compensation**

- **Annual Salary: \$71,107**

## **Application Process**

Interested candidates are invited to apply for this position by submitting a cover letter and resume, which detail relevant experience and qualifications, via e-mail to Joseph Gordon-Wiltz, Clerk of the Council at [jgordon-wiltz@lafayettela.gov](mailto:jgordon-wiltz@lafayettela.gov). Please reference “Associate Clerk for Operations & Citizen Advocacy” in the subject line of your message. The deadline for submissions will be 12:00 noon (CST) on Friday, April 25, 2025. Application submissions are public record; therefore, in order to validate fairness in the application process, submissions will not be accepted beyond the established deadline – no exceptions.