

Howard County, Maryland

SPECIAL ASSISTANT

Minimum Education: Bachelor Degree

Minimum Experience: 4 Years

Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.

Salary Range: Minimum - \$66,049, Maximum - \$113,002

The salary range for the current Special Assistants are between \$81,000 and \$95,000.

DISTRICT AIDE

Minimum Education: Associate Degree

Minimum Experience: 1 Year

Performs senior technical level administrative and personal support for individual Council Members under executive direction. Work includes assisting Council Members or Specialist Assistants with constituent service, research, correspondence, social media, and scheduling.

Salary Range: Minimum - \$43,823, Maximum - \$75,085

The salary range for the current District Aides is \$45,000.