



CITY CHARTER COMMISSION

The City Charter Commission proposes amendments to the City Charter, the guiding document in the City's government structure, operations, and laws.

RESEARCHER

This person provides a wide range of research and drafting services for the Executive Administrator of the City Charter Commission. Person will research and analyze issues; identify emerging trends; draft documents; create spreadsheets and databases; and other tasks as may be required.

Person selected must have the following skills and abilities: able to multi-task and work under pressure and time constraints; able to handle a high volume of work and prioritize effectively; friendly and considerate; tact and discretion; team player; strong communication skills, proficiency with Microsoft Word and Excel; and able to gather information through various research methods. Experience with statutory and constitutional research, and drafting is preferred. Salary is negotiable and commensurate with experience, up to \$70,000 per year.

SECRETARY

This person provides a wide variety of administrative support for the Executive Administrator of the City Charter Commission. Duties include: scheduling; contacting commissioners; preparing documents; meeting preparation and follow-up; records maintenance; telephone, mail and email management; and other tasks as may be required.

The selected person must have the following skills and abilities: organizational skills, work with multiple priorities and projects; detail-oriented; friendly and considerate; tact and discretion; team player; strong communication skills; and proficiency with Microsoft Word and Excel. Salary is negotiable and commensurate with experience, up to \$50,000 per year.

Each position is a non-civil service position. Employment is under a one-year contract with possible monthly extensions. Send resume and cover letter specifying which position you are applying for, to:

Via mail: Executive Administrator
City Charter Commission
c/o City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Via email: cclbc@honolulu.gov

No phone calls, please.

THE CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER