

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR MARK LENO
JOB ANNOUNCEMENT**

LEGISLATIVE AIDE

BASIC RESPONSIBILITIES: Serve as a key policy advisor to State Senator Mark Leno (D-San Francisco) in select issue areas. Research public policy, develop ideas into legislation, shepherd bills through legislative process and to enactment. Draft amendments, fact sheets, correspondence, internal memoranda, and other policy discussion documents. Represent the Senator in meetings and negotiations with other member offices, policy advocates, government agency officials, and constituents.

DUTIES AND ATTRIBUTES:

- Display respect for process both internal to the team and within the Legislature.
- Demonstrate strong verbal and written communication skills.
- Establish strong policy expertise in assigned issue areas.
- Maintain natural curiosity and willingness to become a “jack of all trades” as needed.
- Balance multiple high-priority tasks.
- Show ability to work both independently and in a team environment.
- Maintain good relationships in politically contentious environment.
- Exhibit maturity, professionalism, good judgment, and high ethical standards.

POSITION QUALIFICATIONS: Ideal candidates have experience with the legislative process and public policy analysis, and have a familiarity with California politics and track record of legislative success on significant policy issues. A bachelor’s degree is required.

PAY RANGE AND FILING DATE: Salary is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Bart Broome
Office of Senator Mark Leno
State Capitol, Room 5100
Sacramento, California 95814
bart.broome@sen.ca.gov