

CALIFORNIA STATE SENATE

JOB ANNOUNCEMENT

Senate Select Committee on Manufactured Home Communities

COMMITTEE CONSULTANT

BASIC RESPONSIBILITIES:

- Coordinate all aspects of Select Committee informational hearings.
- Staff legislation, as requested by the Chair.
- Edit, update and distribute Select Committee's annual Mobilehome Residency Law publication.
- Coordinate district-based town halls for Select Committee Chair and other Senate members.
- Manage Select Committee website.
- Manage casework.
- Represent Select Committee Chair in meetings and speaking engagements.

DUTIES AND ATTRIBUTES:

- Display strong organizational and communication skills.
- Maintain high level of analytical proficiency.
- Establish strong programmatic expertise.
- Balance multiple high-priority tasks.
- Show ability to work both independently and in a team environment.
- Display initiative in developing legislative proposals and hearing topics issues.
- Exhibit maturity, good judgment and professionalism.

EDUCATION:

Bachelor's degree required. Graduate degree in relevant discipline preferred.

POSITION QUALIFICATIONS:

Candidates should have experience in one or more of the following: the legislative process; policy analysis; staffing a select committee and/or expertise in Mobilehome Residency Law, The Mobilehome Parks Act, and Title 25.

PAY RANGE AND FILING DATE: Pay range is \$5628 to \$8298/mo. Applications accepted until August 1, 2016.

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Cori Evans Ayala
Office of Senator Connie M. Leyva
State Capitol, Room 4016
Sacramento, California 95814