

# **OFFICE of SENATOR TED GAINES**

## **Job Description**

### **DISTRICT REPRESENTATIVE**

#### **SUMMARY:**

The District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies.

As such, he or she must monitor any pertinent district or local issues, especially those involving state agencies, and keep the Senator and Chief of Staff updated.

The District Representative must be able to represent and articulate the Senator's approved position on legislative and local issues which affect the district through verbal and written communication.

Responsible for planning and organization of Member-sponsored or hosted district events as assigned.

#### **ESSENTIAL JOB FUNCTIONS:**

- Attends events and meetings with the Senator as assigned. Briefs Member beforehand on important contacts and issues. Responsible for Member introductions/connections, assists in answering questions/concerns directed to Member, collects business cards for lists and follow-up.
- Acts as the representative for the Senator by attending district-related events and meetings on his behalf; may include public speaking or certificate presentations. Collects business cards for lists and follow-up.
- Keeps up to date on district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with Key Opinion Leaders (KOLs) in the district including regularly dropping by community group meetings, events, etc.
- Acts as a liaison to local, state and federal officials, as well as individuals or groups to form effective relationships for the Senator.
- Responds to constituents and district organizations both verbally and through written communication as to the Senator's position on district-related legislation or issues.
- Keeps the Senator and COS regularly updated on any pertinent constituent concerns and/or issues within the district. Prepares regular reports for the Chief of Staff on any pertinent district activities and assigned issue areas as well as meetings and events attended.
- Contacts state agencies to obtain information on issues that impact the district as well as to relay the Senator's views on state action as directed.

- Responsible for all areas of planning, organization, set-up and tear-down for Senator-sponsored district events as assigned. Responsible for follow-up after event.
- Reviews any district requests for Senate Letters of Recommendation and advises COS. Prepares Letters of Recommendation as assigned.
- Performs constituent services and casework as needed.
- Monitors scheduled district meetings for the Senator with constituents.
- Maintains and updates KOL list for use by Senator and staff on a daily basis.
- Responsible for drafting and sending form letters for congratulations, thank you and other types of acknowledgment on a regular/daily basis.
- Schedules, trains and supervises interns in the district office.
- Maintains up-to-date files on district-related issues of importance to the office.
- Meets attendance requirements as established by the office.
- Maintains a good working relationship with the Senator, other staff members, local elected officials, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule, including nights and weekends; and
- Performs other duties as assigned.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills;
- Thorough knowledge of legislative process and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Senator is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities;
- Knowledge of office policies, practices, and procedures;

- Knowledge of office computer applications; and
- Proficiency in word processing and data input.

**PAY RANGE AND FILING DATE:**

- \$3,238 - \$4,782 and commensurate with experience. Applications will be accepted until January 1, 2016.

To apply, or for more information, please email [senator.gaines@senate.ca.gov](mailto:senator.gaines@senate.ca.gov)