

**CALIFORNIA STATE SENATE  
OFFICE OF SENATOR RICHARD PAN  
JOB ANNOUNCEMENT  
DISTRICT REPRESENTATIVE**

**SUMMARY:**

Under the supervision of the District Coordinator, 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, District Coordinator 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.

**ESSENTIAL JOB FUNCTIONS:**

The incumbent will be required to brief the Senator in preparation for district meetings with constituents and attend meetings with the Senator. Act as the representative for the Senator by attending district-related events and meetings on his behalf; may include public speaking or certificate presentations. Keep up to date on district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with opinion leaders in the district including regularly dropping by community group meetings, events, etc. Respond to constituents and district organizations both verbally and through written communication as to the Senator's position on district-related legislation or issues. Prepare regular reports for the Senator on district activities and assigned issue areas as well as meetings and events attended. The incumbent is responsible for performing constituent services and casework as assigned and will be responsible for drafting and sending form letters for congratulations, thank you and other types of acknowledgment on a regular basis. Finally, the incumbent will likely be required to work a flexible schedule, including nights and weekends as needed and performs other duties as necessary.

**EDUCATIONAL REQUIREMENTS:**

Bachelor's degree required.

**DESIREABLE SKILLS AND KNOWLEDGE:**

The incumbent must have good oral and written communication and strong interpersonal skills. The incumbent must be familiar with legislative process and constituent services, including a working knowledge of the responsibilities of local, state and federal agencies and departments. Finally, the incumbent must have the ability to exercise discretion and independent judgment in fulfillment of responsibilities.

**PAY RANGE:**

\$3548-\$3920 per month, plus benefits.

**SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:**

Office of Senator Pan

Senator.Pan@senate.ca.gov