

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SANTA CRUZ DISTRICT REPRESENTATIVE
OFFICE OF SENATOR WILLIAM W. MONNING**

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff and the District Coordinator, the Santa Cruz District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. Additionally, the individual must monitor local issues, and keep the Senator and Chief of Staff apprised through the District Coordinator. The District Representative, under the direction of the District Coordinator, also represents and articulates the Senator's position on local and legislative issues that affect the district through verbal and written communications.

DUTIES:

Provide information to constituents on public policy and legislative issues, as well as perform a wide variety of support tasks, including the drafting of constituent correspondence. Serve as a liaison and maintain cooperative relationships between the Senator and constituents, governmental entities, local elected officials, professional associations, and the general public. Initiate government administrative action in response to community concerns and constituent problems. Represent the Senator at community events, conferences, workshops, and ceremonial occasions as needed. Manage special projects as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must be able to prioritize tasks and meet deadlines under pressure. Participate as a team member with district and capitol staff. Pay close attention to detail. Use critical thinking when solving complex problems. Communicate clearly and concisely, verbally and in writing. Accurately follow directions. Work independently in the absence of supervision. Exercise discretion and confidentiality. Work a schedule that includes nights and weekends.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required.

PAY RANGE AND FILING DATE:

Salary starts at \$3548 per month.

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

Senator Monning

Senator.monning@senate.ca.gov

Attn: Chief of Staff