

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR BEN ALLEN**

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff and the Deputy Chief of Staff, 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 local issues, especially those involving state agencies, and keep the Senator, Chief of Staff and Deputy Chief of Staff apprised. The position is located in the District Office in Redondo Beach.

DUTIES:

Under the supervision of the Chief of Staff and the Deputy Chief of Staff, the District Representative briefs the Senator in preparation for district meetings with constituents, as well as acting as the representative for the Senator by attending district-related events and meetings; may include public speaking or certificate presentations.

The District Representative must remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including attending community group meetings, events, etc. He or she is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates must have strong oral and written communication, in addition to an understanding of state policy issues and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Candidates must be able to multi-task and manage time effectively, meet deadlines and adapt to changing priorities and a fluid schedule. Candidates must also be able to work a flexible schedule, including nights and weekends.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required. A background in public policy, public affairs, communications or a related field preferred.

PAY RANGE AND FILING DATE:

Salary starts at \$3548 per month. Applications accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, (WRITING SAMPLE), AND SENATE
EMPLOYMENT APPLICATION TO:**

Samuel Liu, Deputy Chief of Staff

Samuel.liu@Sen.ca.gov

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