

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
STAFF DIRECTOR –EDUCATION COMMITTEE**

**BASIC FUNCTIONS:** The Staff Director is responsible for the functioning of the Committee, including supervising a team of consultants and support staff, as well as providing guidance, leadership and counsel to the Chair and members of the Committee. Applicants must have significant experience in California’s legislative process, and broad legal knowledge of areas within the Committee’s jurisdiction.

The successful applicant must be able to work under tight deadlines, have flexibility to work nights and weekends as needed, and have the ability to succeed in a fast paced and high pressure work environment.

**DUTIES & ATTRIBUTES:**

- Broad knowledge of areas within the Committee’s jurisdiction, including significant experience with identifying and resolving issues.
- Working knowledge of California’s education system and budget process and is able to provide examples.
- Ability to build and foster relationships with elected officials and their staff, as well as other education groups.
- Provide clear guidance and leadership with respect to complex issues.
- Excellent negotiation skills and an ability to succeed in a fast-paced and high pressure work environment.
- Prior management experience demonstrating the ability to create a cohesive team or an ability to demonstrate / understand appropriate managerial skills.
- Flexibility to work nights and weekends as needed to fulfill the job requirements.

**EDUCATION:**

- Bachelor’s Degree required. Master’s Degree preferred.

**MINIMUM POSITION QUALIFICATIONS:**

- Significant legislative experience.
- Extensive knowledge of California’s education system.

**PAY RANGE & FILING DATE:**

Salary starts at \$7,356 per month. Open until filled.

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

Secretary of the Senate, C/O Human Resources  
LOB 1020 N Street- Room 571  
Sacramento, CA 95814

Materials may be mailed, dropped off in Room 571, or emailed to [Calvin.Sherwood@sen.ca.gov](mailto:Calvin.Sherwood@sen.ca.gov)