

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR STERN**

BASIC FUNCTIONS:

The Legislative Director participates with the Member, Chief of Staff and District Director in the development, coordination and oversight of the legislative package.

DUTIES:

Develops and manages the Member's legislation, in conjunction with the Chief of Staff. Prepares briefings for the Member on key legislative issues. May serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation in key areas of interest for the Member. Reviews and coordinates all co-authorship requests and Senate floor jockey requests. Responsible for the research and formulation of legislation and for meetings with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff, and provides legislative updates at staff meetings. Along with the Chief of Staff, supervises staff including interns and fellows assigned to assist with legislation. May prepare a summary of the legislative package for distribution to staff. May personally staff legislation through the legislative process.

KNOWLEDGE OF:

The legislative process and the structure and policies of state government. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communication skills and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative, effective and harmonious working relationship with staff and others.

SALARY AND FINAL FILING DATE:

Salary starts at \$6392 per month, plus benefits. Applications will be accepted until position is filled.

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov