

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR JIM BEALL, 15TH SENATE DISTRICT**

BASIC FUNCTIONS:

Participates with Member, Chief of Staff in the development of a legislative package.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. Prepares briefings for the Member on key legislative issues. May serve as the principal substitute for the Member at legislative meetings. Analyses legislation and provides policy consultation in key areas of interest for the Member. Responsible for 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 staff and provides legislative updates at staff meetings. Supervises staff including interns and fellows assigned to assist with legislation. May prepare a written summary of the legislative package for distribution to staff.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and EEO. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communications 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 environment.

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 and effective working relationship with staff.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$6,392 per month. Applications will be accepted until the position is filled.

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

Email resumes and cover letters to Tania Dikho at Tania.Dikho@sen.ca.gov

State Capitol, Room 2082
Sacramento, CA 95814
ATTN: Tania Dikho