

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR JACKSON, SENATE DISTRICT 19**

BASIC FUNCTIONS:

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

DUTIES: Develops and oversees the Member's legislative package, in conjunction with the Member, Chief of Staff, and legislative staff. Generates bill ideas, initiates bill drafts, analyses and researches legislation, and provides policy consultation in key areas of interest for the Member. The Legislative Director may serve as the principal substitute for the Member at legislative meetings and provides legislative updates at staff meetings in conjunction with staff. Along with the Chief of Staff, supervises staff including interns and fellows assigned to assist with legislation.

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, harassment, and Equal Employment Opportunity. 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 environment.

ABILITY TO:

- Perform high administrative and policy-influencing functions effectively
- Organize and structure employee workload and supervise staff in conjunction with the Chief of Staff
- Communicate effectively
- Staff multiple bills and committees
- Collaborate effectively with constituents, stakeholders, staff, and others

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, & SENATE APPLICATION TO:

Lisa Gardiner

State Capitol, Room 2032, Sacramento, CA 95814

Lisa.gardiner@sen.ca.gov