

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

BASIC FUNCTIONS:

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

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative Director Develops and oversees the Member's legislative package with the Member, Chief of Staff, and legislative staff. Generates bill ideas, bill drafts, analyzes 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. Along with the Chief of Staff, supervises 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, 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:

The ideal candidate will be able to staff multiple bills and committees, perform administrative and policy-influencing functions effectively in addition to supervising staff. The ability to communicate and collaborate effectively with constituents, stakeholders, and staff is essential.

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:**

ca.sdnine@gmail.com