

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CHIEF OF STAFF
OFFICE OF SENATOR TONY MENDOZA**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff directs, coordinates, and supervises the daily and long-term operations of the Senator's office, including Capitol, District and Committee staff. The Chief of Staff serves as the Senator's Chief Administrative Officer.

DUTIES:

Under the direction of the Senator, the Chief of Staff is the primary supervisor of the Member's Capitol Office, the District Director and through the District Director of District Office staff. The Chief of Staff also develops and manages, or assists with, the Member's legislation and district activities. Analyzes legislation and provides policy consultation in key areas of interest for the Member and prepares briefings for the Member on key legislative and district issues. Oversees implementation of office procedures, and maintains office attendance and personnel information. Teaches and mentors fellows and interns. The Chief of Staff serves as the principal substitute for the Member at official speaking and other engagements, and at key constituent and legislative meetings. The Chief of Staff also serves as the Member's liaison with the Governor's office and with the Senate Rules Committee.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; effective coalition building; application of social capital and asset-based community development; key local and regional leaders and organizations; public relations; basic office computer applications and social media platforms; the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities; Minimum of 4-6 years supervisory and management experience.

ABILITY TO:

Establish an office culture of excellence and respect; build and maintain constructive relationships with a diverse array of stakeholders; organize and structure employee duties and workload and supervise staff; communicate clearly and concisely, orally and in writing; design, manage, and evaluate programs; and maintain a cooperative and effective working relationship with staff and the Member.

EDUCATION:

Bachelor's degree required. Graduate degree preferred.

PAY RANGE AND FINAL FILING DEADLINE:

Salary starts at \$7,436 per month. Applications will be accepted until the position is filled.

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

Ana Perez, District Director, Senate District 32, Ana.Perez@sen.ca.gov