

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / OFFICE MANAGER SCHEDULER
(LOS ANGELES DISTRICT OFFICE)

Senator Holly Mitchell represents the constituents of the 30th Senate District encompassing parts of Los Angeles and Culver City.

BASIC FUNCTIONS:

The Office Manager/Scheduler reports to the District Director. This position researches, plans, schedules and re-schedules appointments for the State Senator. Maintains and updates Scheduling Division database and contacts. Maintains strictest confidentiality and demonstrates ethical judgment in conducting business on behalf of the office. Demonstrates and applies knowledge of the Senator's calendar, contacts and events as necessary to effectively fulfill scheduling activities. Performs all related duties as assigned.

DUTIES & ATTRIBUTES:

Manage the Senator's District schedule, including: intake and processing of event and meeting requests with detailed and complete information; Work with relevant staff and the Senator to ensure commitments are strategically chosen; Ensure that the Senator's privacy is protected; Coordinate the Senator's official district office travel plans; Complete daily scheduling memos for the Senator and team; Coordinate staff members' coverage at events with, or instead of Senator; Maintain detailed logistical information on all calendar items to ensure Senator is well prepared and can be quickly equipped with information on upcoming events and her role; Maintain schedule archives; Interface with requesters in a professional, friendly but firm manner; Manage Senator's call and note card lists; Develop and maintain positive relationship with leaders in the course of scheduling and other interactions.

Serve as general receptionist for office (utilizing support of interns) including directing calls, visitors, emails and regular mail to the Senator and relevant staff members.

Manage administration of office, including: Coordinating maintenance and repairs of printers and computers; Order letterhead, envelopes, and office supplies, and update Office Manual. Manage Intern Program, including: Recruitment and hiring of interns every semester; Train and mentor all interns on duties and responsibilities, ensuring they feel an integral part of the team; and Maintain intern tracking Google Doc for future communication with interns. Involvement in other issues and projects as assigned.

The candidate must have excellent written and oral communication skills and superb organization and attention to detail, even while handling a number of tasks concurrently; Disposition for planning ahead and "seeing" logistics; Ability to learn quickly and ask questions; Ability to meet deadlines and deliver on goals; Flexibility; Trustworthiness; Strong

work ethic and healthy sense of humor; Ability to prioritize and problem-solve, especially in high-pressure environments; Comfort and skill in working with a wide range of personalities and cultures; Demonstrated talent and good judgment in handling confidential information and challenging people; Comfort both with taking initiative and working independently while also working as part of a close-knit team; Interest in receiving constructive feedback and coaching; Commitment to promotion of progressive values.

Hours: 9:00am – 5:00pm; plus community events regularly in the evenings and occasionally on weekends

PAY RANGE & FILING DATE:

Salary starts at \$2,454. Prior compensation will be considered. Competitive benefits package.

Application packet must be received by 5:00PM on Friday, November 20th, 2015

Desired Start Date: As soon as possible

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Attn: Sydney Kamlager, District Director

Office of Senator Holly Mitchell

Fax: (213) 745-6722

Email: Sydney.kamlager@sen.ca.gov

References required. Please do not contact the office by phone.