

CAPITOL BUILDING SENATE SPECIAL SERVICES ASSISTANT SUPERVISOR

JOB DESCRIPTION

BASIC FUNCTIONS:

The Senate Special Services Assistant Supervisor supports the Senate in its daily operational and logistical needs as it relates to Senate Members and staff. The Assistant Supervisor provides the link between management and Services staff.

DUTIES:

- Perform supervisory duties when the Supervisor is unavailable
- Coordinate building and facility related activities and projects with other entities in the building
- Assist in direct management of employees and team performance, develop performance expectations, assign work shifts, and assign staff to projects
- Continue to perform many of the same tasks as Special Services staff, including providing ground transportation for Senate Members, coordinate furniture and office moves, the set up and breakdown of tables and chairs, and duties related to hearing and event set up
- Keep staff abreast of all relevant information and decisions made by upper management and act as an intermediary between staff and management
- Assist Supervisor in planning and problem solving in order to achieve workplace goals and objectives
- Serve as mentor and trainer for Special Services staff

POSITION QUALIFICATIONS:

- Must have at least 5 years of experience working in Special Service
- Graduation from high school or completion of an acceptable General Education Development (GED)
- Possess a valid California Driver License, a clean driving record and current automobile insurance
- Must be at least 21 years of age
- Be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Capable of managing and scheduling staff to work within changing timetables and short notice requests
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Ability to squat, crawl and kneel to complete tasks
- Move a variety of packages weighing up to 55 lbs.
- Available to work rotating shifts and extended hours as necessary
- May be required to travel statewide on short notice
- Customer service oriented and capacity to build a positive rapport with all building staff
- Substantial familiarity with the legislative process
- High level of integrity, workplace safety consciousness, demonstrate reliability and flexibility
- Working knowledge of tools, basic carpentry and assembly of furniture
- Proficient in MS Word and Excel

FILING DATE & PAY RANGE:

- Applications must be received by: 3pm on Friday, December 11, 2015
- \$3,224 - \$4,750 per month

Submit Senate Application, Resume and Cover Letter to:

Debbie Manning, Chief Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814