

CAPITOL BUILDING SENATE SPECIAL SERVICES SUPERVISOR

JOB DESCRIPTION

BASIC FUNCTIONS:

The Senate Special Services Supervisor supports the Senate in its daily operational and logistical needs as it relates to Senate Members and staff. The Services Supervisor is responsible for the comprehensive oversight of the Special Services staff and ensuring that all projects are completed within strict time frames.

DUTIES:

- Provide strong leadership skills and manage the day to day operations of Senate Special Services
- Coordinate building and facility related activities and projects with other Capitol Building entities
- Delegate work duties to individual staff members, manage employees and team performance
- Create an ethical, non-discriminatory and safe work environment
- Establish effective communication lines between management and employees
- Manage conflict and respond to grievances
- Ability to communicate job expectations; planning, monitoring, and appraising Special Services employees, including: coaching, counseling, and disciplining employees

POSITION QUALIFICATIONS:

- Must have at least 5 years of experience working in Senate Special Services
- 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
- Ability to multi-task, expertise in time management, ability to prioritize, and delegate efficiently
- Customer service oriented, possess superb decision making skills, capacity to build a positive rapport with all building staff
- Substantial familiarity with the legislative process
- Able to work independently and practice sound judgment
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Ability to squat, crawl and kneel to complete tasks and
- 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
- 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
- \$3,588 - \$5,312 per month

Submit Senate Application, Resume and Cover Letter to:

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