

CALIFORNIA STATE SENATE
EXECUTIVE ASSISTANT
JOB ANNOUNCEMENT
OFFICE OF SENATOR LARA

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff, and Legislative Director, the staff member will act as the Select Committee on Ports and Goods Movement Consultant and Legislative Aide in the Senator's Capitol Office. The Executive Assistant will take primary responsibility for staffing multiple legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor, working with policy committee staff, legislative staff, lobbyists and advocates. The executive assistant will also be responsible for all Informational Hearings, port tours and events.

DUTIES:

The Executive Assistant will staff legislation, including preparing background materials, talking points, and hearing and floor statements; draft letters; and may be required to accompany the Senator to events or represent the Senator at events. The Executive Assistant will organize informational hearings, Port events and tours. The position will also assist with responses to constituent inquiries, phone calls, among other office duties.

KNOWLEDGE OF:

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience in environmental and energy policy is preferred.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, able to handle multiple projects and work well, individually and collaboratively in a team environment, with a variety of people.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,368 per month plus benefits. Applications will be accepted until position is filled.

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

Megan Baier, Acting Chief
State Capitol Room, 5050