

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CHIEF OF STAFF
OFFICE OF SENATOR MIN**

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. The Chief of Staff is the primary supervisor of the Member's Capitol Office and District Office, and is primarily responsible for the development and execution of the Member's policy and outreach efforts.

DUTIES:

The Chief of Staff will work closely with the Senator to develop and manage both a long-term and short-term strategy for the office, including coordinating outreach with key stakeholders and providing policy consultation in important areas of interest for the Member. The Chief of Staff is also expected to oversee the operations of the Capitol Office and District Office, including legislation and district activities. Responsible for all personnel matters, including supervising office procedures and mentoring and training staff. The Chief of Staff also serves as the Member's liaison with the Governor's office and other legislative offices and committees.

DESIRABLE SKILLS AND KNOWLEDGE:

In addition to being high energy, detail-oriented, and able to manage multiple projects at once, the Chief of Staff for this Office should be creative and communications-oriented. In particular, seeking someone who is able to create a strong and positive office culture, and who will work closely with the Senator and his senior team to develop and execute a long-term communications and legislative strategy for the office.

ABILITY TO:

Manage people, build and maintain constructive relationships with a diverse array of stakeholders, oversee multiple projects in both the Capitol and District Offices in a fast-paced environment, review and edit outward facing communications, create and nurture a strong and optimistic office culture, and develop and work towards long term organizational objectives in consultation with the Member.

POSITION QUALIFICATIONS/ EDUCATION: A Bachelor's Degree and legislative experience are required.

SALARY AND FILING DATE:

Salary starts at \$8,198 per month.

Applications will be accepted until position is filled.

PLEASE SEND COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO: Jano.Dekermenjian@sen.ca.gov