

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

BASIC FUNCTIONS:

The Chief of Staff directs, coordinates, and supervises the daily and long-term operations of Senator Allen's office, including Capitol, District and Committee staff. They also serve as the Senator's Chief Administrative Officer and may serve as the Senator's general public policy consultant.

DUTIES:

The Chief of Staff is the primary supervisor for both Capitol Office and District Office staff. The Chief assists with the development of the Member's legislation, budget, and policy priorities; analyzes legislation; provides policy recommendations; prepares briefings for the Senator on key legislative and district issues; and oversees district activities. They help develop and implement office procedures, maintain office attendance and handle personnel requests. In coordination with policy staff, the Chief also serves as Senator Allen's liaison to the Governor's office and Administrative agencies, and a primary point of contact to the Senate Rules Committee.

DESIRABLE SKILLS AND KNOWLEDGE:

Senator Allen's staff is team-oriented, ideologically diverse, and driven by success, not ego. Ideal candidates will be effective at coalition building; politically astute; discrete when necessary; comfortable with disagreement and debate; and opening to learning.

Candidates should have extensive knowledge and multiple years of experience with the legislative process, as well as the structure and policies of state government. They should thrive in a fast-paced, dynamic office, and be comfortable working long hours and juggling multiple priorities. Candidates must be able to communicate clearly and concisely, both orally and in writing; to design, manage, and evaluate programs; and maintain a cooperative and effective working relationship with staff and the Senator.

Knowledge of the Senate's personnel rules, policies and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities is helpful. Familiarity with state, local and regional leaders or organizations is strongly desired.

POSITION QUALIFICATIONS / EDUCATION:

Bachelors and Graduate or Law degree preferred, but not required.

SALARY AND FILING DATE:

Salary starts at \$7,808 per month. Applications will be accepted until the position is filled.

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

Samuel.Liu@sen.ca.gov