

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
CHIEF OF STAFF  
OFFICE OF SENATOR HENRY STERN**

**Basic Functions**

The Chief of Staff directs, coordinates, and supervises the daily and long-term operations of Senator Stern's Capitol and District offices. The Chief of Staff will also act as the Senator's Chief Administrative Officer and will 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 helps to develop the Member's legislation and policy priorities; analyzes legislation; provides policy recommendations; prepares briefings for the Senator on key legislative and district issues; and oversees district activities. The Chief will help develop and implement office procedures, mentor staff, maintain office attendance and handle personnel requests.

**Desirable Skills & Knowledge**

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment. The ideal candidate will be able to analyze complex policy issues and "think outside the box" to solve problems and propose solutions. He or she will be effective at coalition building; politically astute; discrete when necessary; comfortable with disagreement and debate; and opening to learning. Candidates should thrive in a fast-paced, dynamic office, and be comfortable 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 the 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.

**Qualifications/Education**

A Bachelor's Degree and legislative experience are preferred, but not required.

**Salary & Filing Date**

Salary will start at \$8,198 per month and applications will be accepted until the position is filled.

**Application Process**

Please submit a cover letter, resume, writing sample and Senate Employment Application to Jeremy Wolf at [Jeremy.Wolf@sen.ca.gov](mailto:Jeremy.Wolf@sen.ca.gov).

The Senate Employment Application can be found at:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf)

Additional Pages:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_additional\\_pages\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf)