

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
OFFICE OF SENATOR HERTZBERG
(VAN NUYS DISTRICT OFFICE)**

POSITION DESCRIPTION: Under the supervision of the Senator and District Coordinator, the Consultant is responsible for working on special projects related to securing the San Fernando Valley's fair share of government projects and funds, identifying needs for and delivering services and projects to the San Fernando Valley, preparing concise written policy analyses and tracking legislation, at the state, city, county and federal levels, in a diverse portfolio of policy areas, providing timely and accurate information to the Senator and District Coordinator, and effectively coordinating and communicating with representatives of city, county, federal and state government agencies and departments, advocates, and other interested parties.

POSITION QUALIFICATIONS:

The ideal applicant is community-oriented, has a passion for public service, understands intergovernmental affairs (city/state/county/federal,) is adept at engaging stakeholders, and has excellent written communication and strong public speaking skills. This is NOT an entry level position

SKILLS:

The ideal candidate should be efficient at problem-solving and multi-tasking, is a self-starter, thinks creatively, is detail-oriented, works well in a team environment, and is able to meet deadlines. Intimate familiarity with the San Fernando Valley, its history, communities, needs, relevant players and interests is vital. Candidates must have an ability to maintain a high level of analytical proficiency, and/or the ability to develop strong programmatic expertise. Candidates must also have the ability to foster positive working relationships and work in a team environment. Familiarity with housing, homelessness, opportunity zones, and/or transportation issues is desirable. Ability to build coalitions, and engage in effective outreach is a plus.

EDUCATION:

Baccalaureate degree preferred.

PAY RANGE AND FILING DEADLINE:

Salary starts at \$5910 plus benefits. Applications received until position is filled.

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

Sherry Greenberg

Sherry.greenberg@sen.ca.gov

