

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT COORDINATOR
OFFICE OF SENATOR WILK**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff and the Deputy Chief of Staff, the District Coordinator serves as the supervisor of district office staff; establishes and maintains cooperative relationships with staff, and oversees the Senator's schedule in the district. Communicates effectively and works cooperatively with elected officials, community leaders and business groups in the district. Candidates must have great organizational skills and the ability to work in a fast-paced, professional environment.

DUTIES:

Under the direction of the Senator, the Chief of Staff and the Deputy Chief of Staff, the District Coordinator will work jointly with the Capitol staff to ensure that the Senator's goals and objectives for the district are being carried out and addressed appropriately, in addition to supervising the operation of the Senator's district office. The District Coordinator will also represent or staff the Senator at meetings, events, and functions with constituents, and community groups. Candidates must be able to communicate clearly and concisely, orally and in writing; respond to various types of correspondence; work effectively under pressure while maintaining a positive and respectful attitude; deliver excellent customer service. The candidate must comply with all Senate policies and rules as outlined by the Personnel Policy Manual.

DESIRABLE SKILLS AND KNOWLEDGE OF:

The particular legislative district, legislative process, as well as the structure and policies of state government; effective coalition building; application of social capital and asset-based community development; public relations; basic office computer applications and social media platforms; the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities.

ABILITY TO:

Establish a district office culture of excellence and respect; build and maintain constructive relationships with a diverse array of stakeholders; organize and structure employee duties and workload and supervise staff; communicate clearly and concisely, orally and in writing; design, manage, and evaluate programs; and maintain a cooperative and effective working relationship with staff and the Member.

POSITION QUALIFICATIONS AND EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FILING DATE:

Salary starts at \$5,496 per month. Applications will be accepted until position is filled.

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

John Bovee

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