

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
DISTRICT OFFICE OF SENATOR HERTZBERG**

BASIC FUNCTIONS:

Under the direct supervision of the Senior Advisor and the District Director, the District Representative will work with constituents, District organizations, local government and state agencies. Applicants must be organized, detail-oriented, and able to work well with others.

DUTIES:

Under the direct supervision of the Senior Advisor and the District Director, the ideal candidate will be flexible, able to work in a fast-paced, professional environment and provide top-notch constituent services. The District Representative will also effectively communicate the Senator's position on issues affecting the District, and attend (virtual and, when safe, in-person) events and meetings with the Senator, or on the Senator's behalf, as assigned. The District Representative must stay on top of District issues, by daily following local news sources and constituent input.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A deep familiarity with the San Fernando Valley is required. A current driver's license and automobile liability insurance are mandatory. Knowledge of legislative culture and process is preferred. Prior experience with LCMS is a plus. A strong commitment to providing excellent service to constituents is necessary.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FILING DATE:

Salary starts at \$3,726 a month plus benefits; applications will be accepted until the position is filled.

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

Sherry.Greenberg@sen.ca.gov

Please write DISTRICT REPRESENTATIVE in the subject line. Cover letter MUST detail knowledge of and connection to the San Fernando Valley.