

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

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff and the District Coordinator, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, the incumbent must monitor local issues, especially those involving state agencies and keep the Senator and Chief of Staff apprised through the District Coordinator. The District Representative under the direction of the District Coordinator also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

DUTIES:

Under the supervision of the Chief of Staff and the District Coordinator, the District Representative briefs the Senator in preparation for district meetings with constituents, as well as acting as the representative for the Senator by attending district-related events and meetings; may include public speaking or certificate presentations. The District Representative must remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including regularly attending community group meetings, events, etc. The incumbent is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates must have strong oral and written communication and interpersonal skills in addition to an understanding of the legislative process and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Ability to multi-task and manage time effectively, meet deadlines and adapt to changing priorities. Candidates must also be able to work a flexible schedule, including nights and weekends.

POSITION QUALIFICATIONS / EDUCATION:

Bachelor's degree or equivalent professional experience is required. A background in public policy, public affairs, communications or a related field preferred.

SALARY AND FILING DATE:

Salary starts at \$3,726 per month. Applications will be accepted until position is filled.

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

Darin Walsh, Chief of Staff

Darin.Walsh@sen.ca.gov