

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR SKINNER
(OAKLAND, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

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:

The District Representative will regularly engage with constituents by phone and written communication, regularly drafting and communicating responses to constituent correspondence and requests, and performing constituent services and casework.

The District Representative will be responsible for vetting requests for letters of support, resolutions, and certificates for, local governments, local agencies, or organizations in their assigned areas, as well as providing regular reports for the Senator, Chief of Staff, and District Director.

The District Representative must maintain knowledge of the Senator's legislation and issue priorities and maintain knowledge of the District and its diverse communities. The District Representative will be responsible for vetting District issues and drafting recommendations for action by the Senator/Office and coordinating with the District Director on the implementation of agreed-upon action. Under the supervision of the District Director, the District Representative briefs the Chief of Staff and Senator in preparation for in-person and online

District meetings with constituents, local government officials, labor, business, and other organizations. The District Representative also acts as the representative for the Senator at District-related events, meetings, and communications involving District-specific issues. This may include public speaking or certificate presentations.

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.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree or equivalent professional experience is required. A background in public policy, public affairs, communications or a related field preferred. Bi-lingual communication abilities desirable.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DATE:

This position is located in Oakland, CA.

Salary starts at \$4,108 per month plus benefits.

Final salary will be commensurate with experience and education.

Applications will be accepted until the position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

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

Jessica Bartholow, Chief of Staff

Office of Senator Skinner

Jessica.Bartholow@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted: 09/22/2022

