

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
FACILITIES SPECIALIST I  
OFFICE OF SENATE FACILITIES AND INFORMATION TECHNOLOGY  
(SACRAMENTO, CA)**

Are you looking for an exciting and challenging career working as a part of a team dedicated to providing support services to the California State Senate? We are looking for enthusiastic and motivated individuals to join our Senate Facilities and Information Technology office. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Senate Facilities supports Senators and staff in the daily operational and logistical needs of the Senate.

**DUTIES:**

Under the direction of the Deputy Secretary for Facilities and Information Technology, participate in the identification of facility's needs, and the implementation of goals, objectives, policies and priorities of the Senate Facilities Office. Plan and coordinate Senate office remodeling, painting and carpeting projects, including product selection and cost estimating, while working with staff, contractors and outside vendors. Coordination and participation in office moves in the Capitol, Legislative Office Building (LOB), 1021 O Street and in the district offices located throughout the state. Issuing purchase orders, placing orders, following through for delivery and submitting payments. Travel throughout California to inventory state-owned assets along with maintaining inventories for all Senate offices. Warehouse duties including but not limited to pulling and tagging of furniture, equipment and appliances, delivery of items from warehouse to Senate offices, inventory and acceptance of deliveries. Answering phones, logging in requests, troubleshooting office equipment issues, and other necessary duties as required.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Knowledge of website navigation, Microsoft Excel and Word operating systems. Ability to prioritize simultaneous projects and requests while working under strict time constraints. Have the ability to communicate clearly and concisely, orally and in writing, ability to work under supervision, understand and follow written and verbal directions. Must also possess a high level of integrity, confidentiality, demonstrate reliability and flexibility and maintain a professional demeanor and neat personal appearance.

**QUALIFICATIONS:**

Possess Valid California Driver's License, clean driving record, and current auto insurance and be at least 21 years of age.

Must be able to lift 55lbs, and be able to operate a forklift\*.

Candidates must also be able to work a flexible schedule, including nights and weekends and have the ability to work extended hours as necessary.

\*Senate Rules will schedule classes and the cost to certify every 3 years.

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

**EDUCATION:**

High School Diploma required.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA

Salary starts at \$3,912 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 APPLICATION VIA EMAIL TO:**

Toni Brenner, Deputy Secretary for Facilities and Information Technology

Office of Senate Facilities and Information Technology

[Toni.Brenner@sen.ca.gov](mailto:Toni.Brenner@sen.ca.gov)

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

[www.senate.ca.gov/senatejobs](http://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 05/06/2022