

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR BRIAN DAHLE
(SACRAMENTO, 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 direction of the Senator and the Chief of Staff, the Legislative Director participates with the Member, Chief of Staff, and District Director in the development and movement of a legislative package.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. Prepares briefings for the Member on key legislative issues. May serve as the principal substitute for the Member at legislative meetings. Analyses legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff and staff and provides legislative updates at staff meetings. Supervises staff including interns and fellows assigned to assist with legislation. May prepare a summary of the legislative package for distribution to staff.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, harassment, and Equal Employment Opportunity. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communication skills, and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative and effective working relationship with staff. Ability to work in a fast-paced environment.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

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 Sacramento, CA.

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

Salary:

Salary starts at: \$7,048 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

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

Josh Cook, Chief of Staff

Office of Senator Brian Dahle

josh.cook@sen.ca.gov