

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR STERN**

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 of a legislative package.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative Director develops and oversees the Member's legislative package with the Member, Chief of Staff, and legislative staff. Generates bill ideas, drafts legislation, analyses, conducts policy research, and provides consultation in key areas of interest for the Member, builds coalition and manages stakeholders. The Legislative Director may serve as the principal substitute for the Member or Chief of Staff at legislative meetings and provides legislative updates at staff meetings. Along with the Chief of Staff, assists with the supervision of legislative staff.

DESIRABLE SKILLS AND KNOWLEDGE:

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, work well in a team environment, and provides individual support, mentorship and development of legislative staff.

ABILITY TO:

The ideal candidate will be able to staff multiple bills and committees, perform administrative and policy-influencing functions effectively, in addition to supervising staff with varying skillsets and personalities. The ability to communicate and collaborate consistently and effectively with constituents, stakeholders, lobbyists, and all staff is essential.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are required.

SALARY AND FILING DATE:

Salary starts at \$6,712 per month. Applications will be accepted until the position is filled.

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

Eusevio Padilla, Chief of Staff

Eusevio.Padilla@sen.ca.gov

State Capitol, Room 5080

Sacramento, CA 95814