

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

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.

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, 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.

SALARY AND FILING DATE:

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

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

Senate Human Resources
1020 N Street - Room 571
Sacramento, CA 95814