

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE DIRECTOR
OFFICE OF SENATOR MENDOZA, SENATE DISTRICT 32**

BASIC FUNCTIONS:

The Legislative Director participates with Member, Chief of Staff and District Director in the development of a legislative package.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. Coordinates and prepares briefings for the Member on key legislative issues, committee hearings, and caucus or other meetings. 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 regular 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. Prepares and provides 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, sexual harassment and EEO. **Minimum of 4-6 years of legislative and budget experience**, excellent oral and written communications 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.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$6392 per month. Application packets will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Ed Berends, Chief of Staff, Senate District 32,
ed.berends@sen.ca.gov