



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Gabriel

Classification: District Director

Posted: July 26, 2021

Hours: Full-time (35 hours/week)

Starting Salary: \$6,076/month (commensurate with experience)

Position Location: District Office, 20750 Ventura Boulevard, Suite 101, Woodland Hills, CA 91364

Under the direction of the Member and the Chief of Staff, the District Director will serve as the official representative and liaison of the Member; supervise district office operations and personnel. The ideal candidate brings a positive attitude and a high degree of attention to detail, has management experience, and extensive event planning skills.

Duties and Responsibilities:

- Supervises and coordinates the operations in the district office, including scheduling the Member's activities, performing tasks requested by the Member, reviewing important correspondence, and coordinating with the Capitol office.
- Acts as the Member's representative by responding to significant and complex constituent inquiries and problems; attending local government, community and private interest group meetings; and communicating with the media.
- Serves as a liaison between the district and the Member and Chief of Staff by maintaining an awareness and involvement in district affairs and issues; frequently reports and makes recommendations to the Member and Chief of Staff.
- Assists with development and implementation of communication programs (e.g. Public Service Announcements, newsletters, etc.)
- Makes presentations at events on behalf of the Member.

- Assists in the research, public discussion, and drafting of legislation and amendments.
- Oversees management of constituent data and correspondence using the constituent management software program.
- Complies with Assembly policies and rules as outlined by the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication skills.
- Establish and maintain cooperative relationships with constituent groups, local governments, private interest groups, and the general public.
- Work effectively with elected officials, community-based organizations and the media.
- Communicate clearly and concisely.
- Work extended hours, which include nights, weekends, and holidays when legislative functions and district events dictate.
- Travel throughout the district and candidate must have own form of transportation.
- Work efficiently and effectively under pressure.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer.
- Select, supervise, train and evaluate subordinates.

Contact: Submit cover letter, resume and three references to Alicia.Isaacs@asm.ca.gov with the subject line "District Director."