



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Juan Carrillo
Classification: District Director
Hours: Full-Time (35hrs/week)
Monthly Salary Range: \$6,924 - \$16,513
Location: District Office

Palmdale Office

823 East Avenue Q-9, Suite B
Palmdale, CA 93550
Or

Adelanto Office (City Hall)

11600 Air Expressway
Adelanto, CA 92301

Position Description:

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 all district office operations and personnel. The ideal candidate is professional and mature, has significant management experience, brings a positive attitude and a high degree of attention to detail, fluent in Spanish, and has event planning skills. The position is full time and in person.

Duties and Responsibilities:

- Manages District office staff with a range of experience, from tenured to entry level.
- Successful candidate must be committed to mentoring and developing staff.
- Acts as the Member's representative by responding to significant and complex constituent inquiries and problems; and attending local government, community and private interest group meetings.
- 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.

- 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.
- Makes presentations at events on behalf of the Member.
- Oversees management of constituent data and correspondence using the constituent management software program.
- Acts responsibly and 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 and current events.
- Establish and maintain cooperative relationships with constituent groups, local governments, private interest groups, and the general public.
- Work effectively with elected officials and community-based organizations.
- Communicate clearly and concisely.
- Work extended hours, which include nights, weekends, and holidays when legislative functions and district events dictate.
- Travel throughout the district; 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.

The successful candidate's salary for this position is anticipated to be between \$7,000-\$9,500/month. Significant experience is required to reach the higher end of the salary range.

Contact: To apply, submit cover letter, resume, writing sample and three references to Paul.Ramey@asm.ca.gov with the subject line "District Director."