

# Assembly Rules Committee

Room 3016, State Capitol, P. O. Box 942849, Sacramento, CA 94249-0115, (916) 319-2800

## IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

To: All Assembly Employees  
From: Assembly Rules Committee  
Subject: Job Announcements

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### ASSEMBLY JOB POSTINGS

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#### Position Announcement: Assistant Facilities Manager (Sacramento based)

The Assistant Facilities Manager is a professional-level position working under both general supervision and at times with full management responsibility for facilities and design projects. Duties include managing lease agreements and building enhancements. Assists with management of Facilities/Procurement staff.

- Strong verbal, written and communication skills.
- Proven ability to work effectively both independently and in a team-based environment.
- Demonstrated willingness to be flexible and adaptable to changing priorities.
- Strong planning, multi-tasking and organizational skills.
- Ability to make decisions and solve problems involving various levels of complexity, ambiguity, and risk.
- Strong management and interpersonal skills.
- Ability to carefully prepare for meetings/presentations.
- Attention to detail and ability to ensure that agreements and commitments have been fulfilled.

#### **TRAINING AND EXPERIENCE:**

- General understanding of Real Estate leasing principles, transactions, negotiations and lease management of commercial office space.
- Interior Architecture background with a focus on space design and the details of space planning.
- Knowledge of general construction costs and methods.
- Knowledge of the Americans with Disabilities Act and Uniformed Building Code requirements.
- General understanding of building systems and experience working with professional facility management teams within governmental or commercial office building environments.

#### **ABILITY TO:**

- Analyze and comprehend various Real Estate leasing documents and processes, and comprehend/research facility requirements, building floor plans, and architectural specifications. Present information clearly and effectively in pictorial and written forms and reports.
- Oversee safety in the workplace including management of the Assembly's Injury and Illness Prevention Plan. Plan and execute renovation and moving projects, working with architects, contractors and site leadership to ensure appropriate space allocation, communications and cost effectiveness of projects.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Professional office environment and appropriate business attire.
- Effectively handle stress, deadlines and work night/weekend hours when required.
- Daily use of PC and related applicable software.
- Effectively communicate and address a professional audience.
- Requires limited statewide travel.

**DEADLINE:**

Please mail, fax, or e-mail materials to:

Assembly Rules Committee – Assistant Facilities Manager position  
 1020 N Street, Suite 300  
 Sacramento, CA 95814

Fax: (916) 319-3707  
 Email: Assembly.benefits@asm.ca.gov

**All materials must be received by 5:00 pm, Monday, October 20, 2014.**



**Capitol Communications Specialist**  
**New Term Limit Model Democratic Assemblymember**

**Hours:** 35 hours per week or as needed.

**Salary:** Negotiable and subject to Assembly Rules approval.

**Basic Function:** Create and maintain positive relationships between both press outlets and engaged constituencies using media outlets, public events, and digital/social media.

**Report To:** Member of the Assembly in a Leadership Position & Member’s Chief of Staff and/or District Director.

**Essential Duties:**

- In consultation with the Member and the Chief of Staff and others as directed, produces communication materials including press releases, postal mail, electronic mail, monthly e-newsletters, columns, Tele or internet-town halls, social media posts, and photographs.
- Schedules and assists in press conferences and interviews for the Member
- Organizes or assists at events at which the Member can meet with the public to increase public awareness or knowledge of the services of the member and office or recent developments and votes.
- In consultation with the Member and the Chief of Staff and others as directed responds to inquiries from the press.
- Supervises production and distribution of weekly news summaries (aka. Clips)
- Ensures that the member is kept abreast of news stories and other developments of particular interest to the Member
- Proposes opportunities for greater public awareness and interaction
- Does other related work as assigned.

**Knowledge of/Ability to:**

- Communicate clearly and concisely.
- Marketing, Journalism, Business administration practices.
- Express and interpret the positions of a Member in a leadership role.
- Access implications of news stories and public statements on legislative priorities of the Member and the Assembly.

- Establish and maintain cooperative relationships with members, representatives of the press (print, television, radio, online), other legislative staff, Speaker’s Office of Member Services, and the general public.
- Access, input and retrieve and manipulate information from a computer.

**For more information and to Apply:**

Please respond [pressposition2014@gmail.com](mailto:pressposition2014@gmail.com) if interested.

Visit [Capitol Communications Specialist](#) for more information.

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**PRIVATE OR GOVERNMENT SECTOR ANNOUNCEMENTS**

Periodically, the Assembly Rules Committee receives information about job opportunities in private and other government sectors. You may contact these entities directly for more information.

To apply for a position, send a cover letter, your resume, and references to the address listed in the announcement. We will update this listing as new job announcements are available to us.

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**Program Associate**  
**Santa Monica, California**

The Children’s Partnership (TCP) is seeking a highly motivated professional to fill the new position of Program Associate. The Program Associate will assist in shaping and implementing strategies in TCP’s program areas related to improving children’s health and well-being, with an initial focus on dental health and increasing access to health care through telehealth.

**Salary:** Commensurate with experience. Excellent health, retirement, and other benefits. Some travel required.

**PRIMARY RESPONSIBILITIES:**

- Provide in-depth research and policy analysis related to children’s health.
- Track federal developments related to children’s health.
- Write high-quality briefs, memos, letters, electronic postings, and other materials to educate decision makers and advance policy agendas.
- Represent TCP in select external workgroups, meetings, briefings, and other venues to promote TCP goals and strategies.
- As relevant, help shape community-based pilot projects to improve children’s health and test the use of telehealth to bring care to children.
- Manage and coordinate select workgroups and coalitions related to improving dental health and promoting wider adoption of telehealth for children.
- Assist with research, strategic planning, advocacy, and writing in support of TCP’s other programs, as needed.
- Coordinate with TCP’s communications, development, and administrative teams.
- Participate in various internal program team and staff meetings.

**QUALIFICATIONS**

- Expertise in health policy and children’s health issues, knowledge of federal and state health policy preferred.
- Excellent writing and research skills
- Strong project management skills
- Ability to manage multiple tasks simultaneously, while paying a high level of attention to detail.
- Strong oral communication and public speaking skills
- Ability to accurately and concisely summarize complex information for a broad range of audiences

- Ability to work effectively in a team and independently.
- Experience using social media
- Knowledge of issues related to health information technology, a plus.

**APPLICATION PROCESS**

E-mail resume, cover letter summarizing interests and qualifications, and brief writing sample to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). Please state "Program Associate" in the e-mail subject line. No phone calls, please.

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