



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Office of Assembly Member Tony Thurmond

Classification: Chief Of Staff

Posted: 8/8/16

CHIEF OF STAFF BASIC FUNCTIONS AND ESSENTIAL DUTIES INCLUDE:

Managing, directing and coordinating daily and long-range operations of the Assembly Member's office, including Capitol, District and Committee staff; serving as the Assembly Member's chief administrator and general public policy consultant.

Developing and managing, or significantly assisting with the Member's legislation and district activities. Analyzing legislation, providing policy consultation, and preparing briefings for the Member on key legislative and district issues. Overseeing implementation of office procedures, and maintaining office attendance and personnel information. Serving as the principal substitute for the Member at official speaking and other engagements, and at key constituent and legislative meetings. Serving as the Member's liaison with the Governor's and Speaker's offices and with the Assembly Rules Committee.

Establishing an office culture of excellence and respect; building and maintaining constructive relationships with a diverse array of stakeholders; supervising staff and organizing and structuring employee duties and workload; communicating clearly and concisely, orally and in writing; designing, managing, and evaluating programs; and maintaining a cooperative and effective working relationship with staff and the Member.

APPLICANT MUST HAVE KNOWLEDGE OF/ABILITY TO:

- Organization, role and function of a Member's office.
- Legislative process.
- Committee and leadership structure in the California Legislature.
- Understand, interpret and express the views and positions of the Member in a manner that will elicit positive action in support of the Member's decisions.
- Reach consensus among a variety of conflicting views among Members and interest groups.
- Effectively represent the Member with other Members, government officials, interest groups and the general public.
- Ensure that the Member's office functions effectively in supporting the legislative programs and priorities of the Member.
- Communicate clearly and concisely and oversee message development for press and speeches for public events.
- Coordinate the Member's appointments and overall schedule.
- Develop system for effective communications between Capitol and district offices.
- Work extended hours as necessary when legislative functions dictate and work effectively and efficiently under pressure.
- Select, supervise, train and evaluate subordinates.
- San Francisco Bay Area and East Bay cities represented by the Member and priority issues of the constituents of the 15th Assembly District.

Salary is dependent upon qualifications.

DEADLINE: September 30, 2016.

SUBMIT COVER LETTER AND RESUME TO: Mary Nicely, District Director, California State Building, 1515 Clay Street, Suite 2201, CA 94612 or email:

mary.nicely@asm.ca.gov