



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office: North Bay Legislative Office**  
**Classification: District Scheduler/Office Manager**  
**Posted: 8/16/16**

North Bay legislative office seeking District Scheduler/Office Manager: Responsibilities include coordinating the legislator's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments; serving as the office's primary point of contact for constituents, elected officials, and nonprofit and advocacy organizations seeking meetings in the district; coordinating with staff (including field, legislative, press, and campaign) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans; working directly with the district director, the legislator, and his family, on logistics for work, travel, and personal matters. Also responsible for assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties. Opportunities for additional responsibilities commensurate with skills and abilities. A successful candidate will be highly organized, detail oriented, possess strong writing skills, have experience working in a fast-paced office, and the ability to maintain a professional, flexible, and cheerful demeanor while managing multiple and competing tasks and projects.

**Contact: Please send cover letter and resume to [CA02.Requests@mail.house.gov](mailto:CA02.Requests@mail.house.gov) with the subject like "CA02 District Scheduler/Office Manager."**