



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Stephanie Nguyen

Classification: Chief of Staff

Posted: August 20, 2024

Final Filing: Open until filled

Monthly Salary: \$8,308-\$20,221 monthly (Commensurate with experience)

Location: State Capitol Sacramento, CA

Duties and Responsibilities

The Chief of Staff serves as the Assemblymember's principal staff advisor and is responsible for managing and overseeing the Capitol and District Offices.

Requirements

- Managerial and legislative experience is required.
- Must possess strong leadership and interpersonal skills.
- Manages and administers the Member's Capitol and District offices, including personnel issues and office budget.
- Represents the Member with other Legislators, government officials, interest groups and the general public.
- Identifies issues and problems requiring involvement by the Member, and recommends decisions or actions to be taken.
- Assists the Member with long-term planning and identification of priorities.
- Assists in developing the Member's legislative package, including identification of and recommendations for proposed legislation.
- Coordinates legislative issues and actions with other offices.
- Meets with key representatives of interest groups and the general public, and recommends appropriate response to the Member.
- Oversees all office systems (including constituent mail) and programs, message development for press and speeches for public events, and the coordination of the Member's appointments and overall schedule

- Develops and implements other communication programs (e.g., Public Service Announcements, newsletters).
- Develops system for effective communication between Capitol and district offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

KNOWLEDGE OF/ABILITY TO:

- Organization, role and function of a Member's office.
- Legislative process.
- Committee and leadership structure in the California Legislature.
- Organization, operation and function of the California State Government.
- 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 representatives of 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 program and priorities of the Member.
- Effectively lead and manage a diverse group of staff to accomplish goals.
- Excellent written and verbal communication skills.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Select, supervise, train and evaluate subordinates.
- Access, input and retrieve information from a computer and other resources.

Contact: To apply Submit resume and cover letter to Keisha.Williams@asm.ca.gov