



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Democratic Office of Communication and Outreach (DCO)

Classification: Director of Majority Consultants

Posted: January 21, 2024

Hours: Full time (35/hours/week) + Extended hours when business needs require

Position Location: Sacramento

Description: The position is a full-time, professional-level position, reporting to the Speaker of the Assembly and Speaker's Chief of Staff. The Director of DCO will provide overall direction, planning, and management of the Democratic Office of Communication and Outreach (DCO).

Essential Duties:

- Direct, develop, and coordinate communication and outreach programs for Democratic Assemblymembers to support the DCO's mission, goals, and objectives.
- Identify the needs of the Democratic Caucus and coordinate rapid response opportunities for constituent integration. Consult Assemblymembers and their staff on legislative, media, and constituent outreach.
- Create agendas and messaging that represents the Speaker and Democratic Caucus in their legislative priorities, issues of significance, and constituent concerns.
- Does other related work as assigned

Knowledge of/Ability to:

- Principles and practices of management; as well as Assembly policies and procedures.
- Current communications strategies and processes.
- Organization and function of California State Government, Legislature, and legislative process.

- Work in a fast paced environment, manage multiple projects and work well in a team environment.
- Demonstrate sound judgement and leadership, political acumen and strong planning and analytical skills, and commitment to quality and innovation.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with stakeholders.
- Provide timely and accurate responses to requests for information from internal and external offices.
- Maintain the highest level of confidentiality and diplomacy.
- Demonstrated leadership and management ability in supervising and developing staff.
- Excellent oral and written skills, resourceful and detail oriented.
- Effective presentation skills for organizational and public settings.
- Travel as requested.
- Work extended hours as necessary when legislative functions dictate.

Qualifications:

- Bachelor's degree from an accredited college or university in Business, Communications, or Public Administration.
- Ten years of increasingly responsible management experience in the public and/or private sector, public sector preferred.

Preferred Qualifications:

- Experience working in the California State Legislature.
- Comprehensive understanding of government and the election process.

Salary Range: The Assembly salary range for the classification of the Director Majority Consultants is \$9,694 - \$22,786 monthly. Candidates will need significant relevant experience (including strong familiarity and understanding of the legislative process/environment) to reach the top of the range. Final salary will be commensurate with overall experience.

To APPLY: Submit cover letter and resume with subject line "Director of DCO" to Human.Resources@asm.ca.gov.