



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Gipson

Classification: Chief of Staff

Posted: July 27, 2022

Final Filing: Open until filled

Starting Salary: Commensurate with experience

Position 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:

- Extensive 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:
Human.Resources@asm.ca.gov.