

- Oversees management of constituent data and correspondence using the constituent management software program.
- Acts responsibly and complies with Assembly policies and rules as outlined by the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues and current events.
- Establish and maintain cooperative relationships with constituent groups, local governments, private interest groups, and the general public.
- Work effectively with elected officials and community-based organizations.
- Communicate clearly and concisely.
- Work extended hours, which include nights, weekends, and holidays when legislative functions and district events dictate.
- Travel throughout the district; candidate must have own form of transportation.
- Work efficiently and effectively under pressure.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer.
- Select, supervise, train and evaluate subordinates.

Contact: Submit cover letter, resume and three references to Harry.Ermoian@asm.ca.gov with the subject line "District Director."