



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Berman

Classification: District Director

Posted: June 2, 2022

Final Filing: Until filled

Hours: Full-time (35 hours/week)

Starting Salary: \$7,700/month (commensurate with experience)

Position Location: District Office, 721 Colorado Avenue, Suite 101, Palo Alto, CA 94303

Position Description: Under the direction of the Member and the Chief of Staff, the District Director will serve as the official representative and liaison of the Member; supervise district office operations and personnel. The ideal candidate is professional and mature, has significant management experience, brings a positive attitude and a high degree of attention to detail, and event planning skills.

Duties and Responsibilities:

- Manages District office staff with a range of experience, from very senior to just out of college.
- Acts as the Member's representative by responding to significant and complex constituent inquiries and problems; and attending local government, community and private interest group meetings.
- Serves as a liaison between the district and the Member and Chief of Staff by maintaining an awareness and involvement in district affairs and issues; frequently reports and makes recommendations to the Member and Chief of Staff.
- Supervises and coordinates the operations in the district office, including scheduling the Member's activities, performing tasks requested by the Member, reviewing important correspondence, and coordinating with the Capitol office.
- Makes presentations at events on behalf of the Member.

- 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."