



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Capitol Institute

Classification: Capitol Institute Director

Posted: March 31, 2022

Final Filing: Until filled

Hours: Full-time (35 hours/week)

Starting Salary: Commensurate with experience

Position Location: Legislative Office Building, 1020 N Street, Room 373, Sacramento, CA 95814

Position Description: Oversees all of Capitol Institute training programs and curriculum. Performs a variety of complex duties related to the professional development of legislative staff and Assemblymembers. Such duties include developing, coordinating, scheduling, and executing an extensive training catalog, and coordinating with professional agencies to provide additional training resources. In addition, the Capitol Institute Director will manage staff.

Duties and Responsibilities:

- Develops, coordinates, schedules, and executes training for Members and staff.
- Creates and maintains the Capitol Institute long-term planning calendar.
- Identifies training opportunities for the professional development of Members and legislative staff.
- Teach and facilitate various training courses.
- Supervises staff, which includes but is not limited to, making staff assignments, managing attendance and performance.
- Ensures Members and staff are compliant with mandatory trainings.
- Routinely reviews training materials to ensure information accurately reflects current policies and procedures in the Legislature.
- Develops training relating to Assembly policies and goals.

- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Must have managerial experience.
- Preferred minimum of 5 years of California legislative experience.
- Extensive knowledge of the legislative process, including procedures in the Assembly and Senate.
- Extensive knowledge of committee and leadership structure in the California Legislature.
- Extensive knowledge of organization and function of the California State Government.
- Exercise judgment when speaking or acting on behalf of the Assembly Rules Committee, in a manner consistent with Assembly policies.
- Ensure training materials reflect Assembly policies and priorities.
- Organize and prioritize variety of tasks/projects.
- Strong computer skills, including proficiency with PowerPoint and ZOOM for delivery of training and webinars desired.
- Strong training, teaching, facilitating or public speaking skills.
- Strong interpersonal skills and attention to detail.
- Work efficiently and effectively under pressure.
- Communicate clearly and concisely.
- Establish and maintain cooperative relationships with Members, other legislative staff, and professional organizations.
- Travel within the State of California.
- Work extended hours as necessary based on business needs of the department.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov.