



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Weber

Classification: Chief of Staff

Posted: October 6, 2022

Position Location: State Capitol, Sacramento, CA. Competitive salary and benefits. Requires some travel and periods of extended working hours when legislative functions dictate.

Basic Functions: Under the direction of Assemblymember Dr. Akilah Weber, M.D., 79th AD, the Chief of Staff directs, coordinates, and supervises the daily and long-term operations of the Assemblymember's office, including the Capitol and District offices. The Chief of Staff serves as the Assemblymember's Chief Administrative Officer. Ideal candidates will be organized, detail-oriented, an effective communicator, and seek to build strong and positive office cultures.

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.

Responsibilities include:

- Extensive managerial and legislative experience.
- Must possess strong leadership and interpersonal skill.
- Manages and administers the Member's Capitol and District offices, including personnel issues and office budgets.
- Overseeing the implementation of office procedures, and maintaining office attendance.
- Identifies issues and problems requiring involvement by the Member, and recommends decisions or actions to be taken.
- Assists the Member with long-term legislative and political 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.
- Represents the Member with other Legislators, government officials, interest groups and the general public.
- 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.
- Coordinates the Member's appointments and overall schedule.
- Oversees message development for press and speeches for public events.
- Develops system for effective communication between Capitol and district offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Other related work as assigned.

Contact: Please send résumé and cover letter to Chevelle.Newell-Tate@asm.ca.gov