



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Asm. Cunningham

**Classification:** District Director

**Posted:** 11/14/2017

### **BASIC FUNCTION:**

Acts within a district office as the official representative and liaison of the Assemblymember; supervises district office operations and personnel.

### **ESSENTIAL DUTIES:**

- Supervises and coordinates the operations in the district office, including tasks requested by the Assemblymember, reviewing important correspondence, and coordinating with the Capitol office.  
  
Acts as the Assemblymember's representative by responding to significant and complex constituent inquiries and problems. Advocates for constituents with state agency related issues.
- Oversees management of constituent services, and correspondence.
- Maintains communication and coordinates with local elected officials, community leaders, and constituents.
- Serves as a liaison between the district and the Assemblymember and Chief of Staff by maintaining an awareness of and involvement in district affairs. Frequently reports and makes recommendations to the Assemblymember and Chief of Staff.
- Assists with development of communications and outreach programs (e.g. district related announcements, organizing local town halls, social media, etc.)
- Makes presentations at events on behalf of the Assemblymember.

- Assists in the research, public discussion, and drafting of legislation and amendments – especially as it relates to district impacts.

**KNOWLEDGE OF/ABILITY TO:**

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant public policy.
- Basic journalism and communication skills.
- Establish and maintain cooperative relationships with constituent groups, local governments, and the general public.
- Work effectively with elected officials, community-based organizations and the media.
- Communicate clearly and concisely.
- Work efficiently and effectively under pressure.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Select, supervise, train and evaluate subordinates.
- Maintain excellent attention to detail for all work products.
- Access, input, and retrieve information from a computer. Familiarity with email, word processing, and spreadsheet applications.

**Contact:** Please send resume to [Christopher.Finarelli@asm.ca.gov](mailto:Christopher.Finarelli@asm.ca.gov).