



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Rules Committee

**Classification:** Facilities, Procurement and Supplies Specialist

**Posted:** November 8, 2021

**Final Filing:** Until filled

**Hours:** Full-time (35 hours/week)

**Salary Range:** Salary commensurate with experience

**Position Location:** Sacramento

**Description:** The California State Assembly, Facilities office seeks a Facilities, Procurement and Supplies Specialist who has demonstrated experience with providing repair, maintenance, and general upkeep of various facilities.

### **Essential Duties:**

- Coordinates the maintenance of the various buildings along with the servicing of equipment and machinery.
- Assesses and manages maintenance projects, which include reviewing contracts and project proposals.
- Assesses building repairs, which may include writing or reviewing reports to upper management.
- Reviews new equipment needs and recommends the purchase of new equipment with appropriate justification.
- Oversees contracted vendors for projects assigned to include coordinating bid solicitations and responses per legislative policies.
- Reviews and responds to facility-related requests. This may include requests that require special consideration and recommendation on how to proceed based on established policies and procedures.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Coordinates moves, rearranges, and relocations of Assembly Capitol and district offices.

- Assists Assembly Rules Committee, Warehouse with delivery of office furniture, fixtures, and equipment to and from Warehouse and appropriate office.
- Does other related work as assigned.

**Knowledge of/Ability to:**

- State and Assembly laws, policies and procedures pertaining to legislative requests.
- Organization of the Legislature.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Strong knowledge of MS Office Word and Excel.
- Communicate clearly and concisely.
- Operate light trucks and other equipment used in moving furniture and related items.
- Bend, twist, reach, lift, push and pull as necessary in order to complete tasks.
- Move a variety of objects weighing up to 150 lbs.
- Ability to travel overnight, including periodic 3-4 day trips throughout California.
- Practice safe driving procedures and maintain clean driving record.

**Desired Qualifications:**

- Knowledge of methods of caring for public buildings; repair and operation of various types of buildings to include quality and quantity of material used.
- Ability to read floor plans and basic construction drawings.

**Necessary Special Requirement:**

- Possession of an appropriate California driver's license.

**Contact:** Submit cover letter and resume to:  
[Human.Resources@asm.ca.gov](mailto:Human.Resources@asm.ca.gov).