



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Haney
Classification: Legislative Director
Posted: May 6, 2022

Assemblymember Matt Haney seeks a Legislative Director based in his Sacramento Capitol office. The Legislative Director is primarily charged with overseeing the Member's legislative priorities.

Duties include (but not limited to): Responsible for the development and movement of the Assemblymember's legislative agenda. A successful candidate will have a strong understanding of the legislative process, be highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadlines and under pressure, and is able to successfully manage multiple and competing tasks and projects.

Key responsibilities include, but are not limited to, research and development of legislation, providing guidance and direction to legislative staff, seeking out and communicating with key stakeholders, analyzing bills, research various topics and provide talking points, preparing the Assemblymember for meetings, briefings, committee hearings, and Assembly Floor activity. Performs other duties and responsibilities as required.

Skills Desired: Minimum of 4-6 years of legislative experience, excellent oral and written communication skills, and a strong background in policy and legislative process required. Candidate must have the ability to perform high administrative and policy-influencing functions effectively work cooperatively and courteously in a team environment, and communicate clearly and concisely under tight deadlines.

The ideal candidate will also be able to work effectively with Member, other legislative staff, representatives of interest groups and general public as well as work extended hours as necessary when legislative functions dictate. This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package.

Contact: Please submit a cover letter and resume by email to Abigail.RivamonteMesa@asm.ca.gov, with HANEY LEGISLATIVE DIRECTOR in the subject line.