



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Wicks
Classification: Senior Field Representative
Posted: March 21, 2022

Job description / Duties: The Senior Field Representative functions as a senior level representative in the Assemblymember's office, by assisting the District Director, and performing a variety of duties including, but not limited to: Regularly engaging with constituents by phone and written email communication; responding to a variety of constituent inquiries and problems, which includes responding to constituent correspondence about legislation, as well as performing constituent services and casework; attending local government, community, and other meetings with constituent groups on behalf of the Assemblymember; and making presentations at events on behalf of the Assemblymember.

The Senior Field Representative must maintain knowledge of the Assemblymember's legislation and issue priorities and maintain knowledge of the District and its diverse communities – especially those areas assigned to the Senior Field Representative. Responsibilities also include serving as a liaison between the district and the Assemblymember by maintaining an awareness of and involvement in district affairs and issues for their assigned geographic areas, and reporting to the Assemblymember, District Director, and Chief of Staff, as appropriate. The Senior Field Representative will also be responsible for vetting event invites, budget requests, requests for letters of support, resolutions, and certificates for, local governments, local agencies, or organizations in their assigned areas, as well as providing regular reports for Assemblymember, Chief of Staff, and District Director.

Under the supervision of the District Director, the Senior Field Representative briefs the Assemblymember in preparation for in-person and online District meetings with constituents, local government officials, labor, business, and other organizations.

Desirable Skills and Knowledge: Ideal candidates are familiar with Assembly District 15 specific issues and entities, have strong oral and written communication and interpersonal skills, experience in performing constituent or customer/client services, have an understanding of the legislative process, and have a deep desire to serve constituents of Assembly District 15. They will also possess knowledge of district and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private interest groups, community-based organizations and other general public. Familiarity with the Bay Area and issues facing the region is desired. The ideal candidate would also be familiar with the state legislative process, bill development and how state government interacts with other governmental entities.

Candidates must have the ability to exercise discretion, independent judgment, and confidentiality in fulfillment of responsibilities. Candidates must also be able to work in person, and sometimes work a flexible schedule, including nights and weekends.

Salary, Job Location, and Final Filing Deadline: Salary dependent on experience. Position is based in Oakland. Applications will be accepted until the position is filled.

Contact: Submit a cover letter and resume to shannon.mckinley@asm.ca.gov, and Cc: dean.wallace@asm.ca.gov.