



- Develops and implements other communication programs (e.g., Public Service Announcements, newsletters).
- Develops system for effective communication between Capitol and district offices.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

**KNOWLEDGE OF/ABILITY TO:**

- Organization, role and function of a Member's office.
- Legislative process.
- Committee and leadership structure in the California Legislature.
- Organization, operation and function of the California State Government.
- 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.
- Reach consensus among a variety of conflicting views among Members and representatives of interest groups.
- Effectively represent the Member with other Members, government officials, interest groups and the general public.
- Ensure that the Member's office functions effectively in supporting the legislative program and priorities of the Member.
- Effectively lead and manage a diverse group of staff to accomplish goals.
- Excellent written and verbal communication skills.
- Work extended hours as necessary when legislative functions dictate.
- Work efficiently and effectively under pressure.
- Select, supervise, train and evaluate subordinates.
- Access, input and retrieve information from a computer and other resources.

**Contact:** To apply Submit resume and cover letter to [Alicia.Isaacs-Lee@asm.ca.gov](mailto:Alicia.Isaacs-Lee@asm.ca.gov)