

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Lackey Classification: Legislative Director Posted: January 24, 2024 Monthly Salary Range: \$4,718 – \$11,011 monthly

Assemblymember Tom Lackey is seeking a Legislative Director for his Capitol office to. The Legislative Director's primary responsibilities will be the development and movement of the Assemblymember's legislative agenda in collaboration with the Chief of Staff. Key duties will include, but are not limited to, researching and developing legislative proposals, providing guidance and direction to other staff, seeking out and communicating with key stakeholders, analyzing bills, providing policy recommendations, monitoring committee hearings and floor proceedings, drafting talking points, and preparing the Assemblymember for meetings, briefings and committee and Assembly floor activity.

Qualified candidates will be proactive self-starters who are highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadline and under pressure, and able to successfully manage multiple and competing tasks and projects. Excellent oral and written communication skills, and a background in policy and legislative process required. Candidates must have the ability to perform high administrative and policy– influencing functions and effectively work well in a fast-paced, team-oriented environment. The Legislative Director will also be expected to stay up-to- date on current events, especially those that involve the State of California and Assembly District 34.

The Assembly salary range for the classification of Scheduler/Legislative Assistant is \$4,718 – \$11,011 monthly. It is anticipated that the successful candidate's salary will be between, \$5,088/mo. to \$5,300/mo. Final compensation is commensurate with experience.

Contact: To apply, please send a cover letter and resume to the Chief of Staff: Elisa.Arcidiacono@asm.ca.gov.