CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Kate Sanchez
Classification: Capitol Director
Posted: November 16, 2026

Assemblymember Kate Sanchez is looking for a Capitol Director to join her Capitol office. Under the direction of the Assemblymember and Chief of staff, the position is responsible for planning, directing, and evaluating Capitol office operations including direct supervision over Capitol staff.

Essential Duties and Responsibilities:

- Coordinates and manages the operations in the Capitol office, including managing all staff, overseeing the Member's Capitol schedule and activities, reviewing and drafting important correspondence, overseeing Capitol office systems and programs, and coordinating with the Member's Chief of Staff.
- Acts as the Member's primary representative in the Capitol office by responding to significant and complex inquiries, requests, and problems related to legislation.
- Meets with, and represents, the Member with other Member offices, representatives of state, federal, and local governments, legislative staff, interest groups, business and community organizations, the media, and the public.
- Identifies issues related to legislation and recommends decisions and actions requiring involvement of the Member.
- Works with the Chief of Staff to assist the Member with long-term planning and identification of priorities.
- Works with the Member and Chief of Staff to select, supervise, train, and provide feedback to staff and/or interns.
- Reviews and drafts important correspondence and memos.
- Oversees the Member's appointments and overall Capitol office schedule.

- Works with the Chief of Staff to assist in developing the Member's legislative package and budget requests, with an emphasis on the Member's priorities and constituency.
- Researches issues and drafts bills and amendments for the Member's legislative proposals.
- Develops coalitions and works to garner support for the Member's legislation.
- Prepares and oversees the preparation of fact sheets, statements, talking points, and background materials for the Member for Floor and committee proceedings.
- Briefs the Member on bills pending in committees and on the Assembly Floor and provides vote recommendations.
- Coordinates legislative issues and actions with other offices.
- Follows and analyzes legislation and policies to advise the Member of issues relating to the Member's legislative package or constituency.
- Plans and manages media events for the Member.
- Responds to media inquiries at the direction of the Member or Chief of Staff; coordinates interviews or statement requests; coordinates development and implementation of strategic communications plans.
- Drafts and/or distributes/posts press releases, media advisories, social media content, op-eds, community articles, letters to the editor, newsletters, speeches, talking points, website updates, and other background/press materials.
- Ensures that the Member and Chief of Staff are apprised of media stories and other developments of particular interest to the Member.
- Coordinates other communication programs (e.g., newsletters, web content, social media, and mass mail).
- Delivers speeches, makes presentations, and attends meetings on behalf of the Member.
- Attends meetings, hearings, and events with the Member; prepares background materials and talking points.
- Works with the Chief of Staff to develop systems for effective communication between the Capitol and district offices.
- Complies with Assembly policies and rules, as outlined in the *Personnel Policy Manual* and works with Human Resources to ensure staff compliance of policies and rules.
- Comports with reporting requirements as identified in the *CA Legislature Policy on Appropriate Workplace Conduct: Creating a Culture of Respect, Civility, and Diversity*.
- Performs other related work as assigned.

Qualifications and Ability to:

- Four years of legislative experience with supervisory/lead experience.
- Effectively lead, supervise, and oversee the work of all staff in a Member's Capitol office.
- Provide feedback, coaching, and mentoring to staff in the Capitol office related to the performance of their duties.
- Receive feedback related to the performance of duties.
- Demonstrate strong leadership skills, ability to provide feedback, and direct Capitol staff; mitigate conflicts and other personnel issues in the office.
- Demonstrate strong writing, research, and analytical skills.
- Understand, interpret, and effectively represent the positions of the Member in a manner that will elicit positive action in support of the Member's decisions.
- Assess implications of legislation and public statements upon the Member's positions or legislative priorities.
- Reach consensus among a variety of conflicting views among Members, government officials and their staff, and representatives of interest groups.
- Ensure that the Member's Capitol office functions effectively in supporting the legislative programs and priorities of the Member.
- Demonstrate strong communication and interpersonal skills, as well as excellent organizational skills.
- Employ good judgment and make sound decisions in accordance with established procedures and policies.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Exercise discretion and maintain confidentiality in work practices.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Work efficiently and effectively at all times.
- Be present for work reliably and consistently.
- Work extended hours as necessary.

Compensation: The Assembly offers a comprehensive benefits package. The salary range for the position, Capitol Director, is $8,016 - $13,942. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Contact: Please submit a resume for consideration to Jennifer Beall, Chief of Staff at Jennifer.Beall@asm.ca.gov.