



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Marc Berman

**Classification:** District Director

**Final Filing:** Until filled

**Hours:** Full-time (35 hours/week) – In person position

**Salary Range:** \$7,708 - \$13,942 /month.

**Posted:** March 3, 2026

**Position Location:**

District Office

721 Colorado Avenue, Suite 101

Palo Alto, CA 94303

Under the direction of the Member and the Chief of Staff, the District Director will serve as the official representative and liaison of the Member; supervise district office operations and personnel. The ideal candidate is a professional with significant management experience, brings a positive attitude and a high degree of attention to detail, and has event planning skills. The position is full time and in person in the district office and at events throughout the district.

The successful candidate's salary for this position is anticipated to be between \$7,708-\$10,000/month. Significant experience working in a similar role for an elected official at the State, Federal or Local Government is required to reach the higher end of the anticipated salary for this position.

### **Duties and Responsibilities:**

- Manages District office staff with a range of experience, from tenured to entry level.
- Successful candidate must be committed to mentoring and developing staff.

- Acts as the Member's representative by responding to significant and complex constituent inquiries and problems; and attending local government, community and private interest group meetings.
- Serves as a liaison between the district and the Member and Chief of Staff by maintaining an awareness and involvement in district affairs and issues; frequently reports and makes recommendations to the Member and Chief of Staff.
- Supervises and coordinates the operations in the district office, including scheduling the Member's activities, performing tasks requested by the Member, reviewing important correspondence, and coordinating with the Capitol office.
- Makes presentations at events on behalf of the Member.
- Oversees management of constituent data and correspondence using the constituent management software program.
- Acts responsibly and complies with Assembly policies and rules as outlined by the Personnel Policy Manual.
- Does other related work as assigned.

**Knowledge of/Ability to:**

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues and current events.
- Establish and maintain cooperative relationships with constituent groups, local governments, private interest groups, and the general public.
- Work effectively with elected officials and community-based organizations.
- Communicate clearly and concisely.
- Work extended hours, which include nights, weekends, and holidays when legislative functions and district events dictate.
- Travel throughout the district; candidate must have own form of transportation.
- Work efficiently and effectively under pressure.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer.
- Select, supervise, train and evaluate subordinates.

**Contact:** Submit cover letter, resume, writing sample and three references to [Harry.Ermoian@asm.ca.gov](mailto:Harry.Ermoian@asm.ca.gov) with the subject line "District Director."