



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember McKinnor
Classification: Legislative Director
Posted: February 20, 2025
Location: State Capitol, Sacramento, CA

Assemblymember Tina McKinnor is seeking to fill a full-time opening for a Legislative Director based in her Capitol Office. Under the direction of the Chief of Staff, the Legislative Director's primary responsibilities will be the development and management of the Assemblymember's legislative agenda. 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 be able to successfully manage multiple and competing tasks and projects. Minimum of 3-5 years of legislative experience, excellent oral and written communication skills, and a strong background in policy and legislative process.

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 61. The salary range for this classification is \$7,334 - \$10,268 per month.

Contact: Interested applicants should e-mail a cover letter and resume to Terry Schanz (terry.schanz@asm.ca.gov) Phone calls or walk-ins will not be accepted. Staff of non-returning Member offices are encouraged to apply.