



**California Special
Districts Association**
Districts Stronger Together

Legislative Representative

Exempt

The Legislative Representative reports to the Director of State Legislative Affairs.

Components of the position include:

ADVOCACY

- Advocates on behalf of special districts on legislation and regulatory proposals, testifying at legislative and regulatory hearings
- Meets with legislative offices and stakeholders regarding CSDA's positions on legislation and other policy-related issues
- Drafts and approves position letters and fact sheets
- Builds relationships with other local government associations, service-specific district associations and other entities
- Leads discussions with CSDA Legislative Committee on policy issues:
 - Elicits comments from, and provides timely updates to, the CSDA Legislative Committee, Legislative Distribution List and Expert Feedback Teams on relevant policy proposals
 - Develops and reviews committee packet materials
 - Prepares and presents on legislation and other policy issues at Legislative Committee meetings
- Represents CSDA at workgroups, coalition meetings, educational and networking events, receptions, conferences and other events
- Supports efforts related to CSDA's involvement in policy priorities such as initiatives and lawsuits
- Assists with Special Districts Legislative Days event planning and execution
- Completes California Secretary of State required trainings and quarterly reporting as in-house registered lobbyist

MEMBER SERVICES

- Aids CSDA members with legislative, regulatory and budget-related inquiries
- Monitors the CSDA listserv for relevant questions, issues and trends and responds in a timely manner
- Educates CSDA members on the legislative process and grassroots advocacy tactics and strategies, in consultation with the Public Affairs Specialist and Professional Development Department
- Delivers presentations at conferences, local chapter meetings, and other events
- Assists CSDA members with legislative meetings in the Capitol and district offices

COMMUNICATIONS

- Collaborates with Public Affairs Specialist:
 - Develops eBlast Advocacy Alerts
 - Writes and edits weekly e-News and relevant California Special District magazine articles; assists in securing outside contributors
 - Contributes to the effectiveness of the website and updates modules for the online Grassroots Action Center
- Develops materials on legislative issues, including educational pieces for internal and external audiences



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- Educates outside groups about special districts, including grand juries, non-profits and others

MISCELLANEOUS

- Assists the Advocacy and Public Affairs Director in providing training, mentorship and oversight to other Advocacy and Public Affairs staff
- Performs related duties as requested by the Senior Legislative Representative, Advocacy and Public Affairs Director, or Chief Executive Officer (CEO)



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Requirements

- Commitment to the highest ethical standards
- Extensive knowledge of the California legislative process
- Exceptional written (correspondence, spelling, grammar) and verbal communications skills
- Motivated team player with a positive attitude
- Ability to work independently, take initiative and make sound judgments in sensitive and/or stressful circumstances

Minimum Qualifications

- BA/BS from accredited university/college required; preferred in a related field (political science, public administration, government, communications, etc.)
- Juris Doctorate or MA/MS in a related field (political science, public administration, government, communications, etc.) from accredited university/college desirable
- Three to five years minimum experience in legislative/governmental/public affairs within state government, local government, business or non-profit preferred

Compensation

- Salary range: \$104,559 - \$177,022
- Participation in CalPERS Retirement System
- Defined contribution retirement health benefit program
- Health, vision and dental benefits, following qualification thereof, as outlined in the CSDA Policy Manual
- Paid Time Off (PTO), paid holidays and other benefits, as described in the CSDA Policy Manual
- Flexible Benefit Plan offered, including a medical flexible spending account (FSA)
- Parking provided
- Reimbursement for travel and business-related expenses, as per CSDA policy

Travel may be necessary, both by car and by air, including absences from home for one or more nights. Travel may be on the employee's or employer's time, or both. Working nights, weekends or holidays may occasionally be required/necessary.

California Special Districts Association (CSDA) has a policy of "employment at will." This means that both the employee and CSDA have the right to terminate employment at any time with or without advance notice and with or without cause.