



**California Special
Districts Association**

Districts Stronger Together

Legislative Assistant

Non-Exempt

The Legislative Assistant reports to the Advocacy and Public Affairs Director

Components of the position include:

ADVOCACY

- Schedules meetings for Legislative Representatives
- Maintains the legislative calendar, providing notice of state legislative committee hearings as necessary
- Maintains an organized electronic filing system for CSDA's advocacy-related operations, including legislative bill folders, legislative committee records, policy principles, long-term policy priorities, strategic policy objectives, advocacy action priorities, policy reference materials, coalitions and partnerships, and other related matters
- Tracks and maintains CSDA's bill list through Capitol Track
- Supports the Legislative Analyst in tracking the budget process and budget-related legislation utilizing Budget Track and other tools
- Tracks and maintains list of statewide initiatives affecting special districts
- Attends and takes notes at committee hearings and other meetings
- Monitors the progression of legislation through the State Legislature and assists with legislative research and analysis as directed
- Drafts and formats position letters, bill fact sheets, and other legislative-related materials
- Processes all CSDA position letters, facilitating proper and timely dissemination and record retention
- Supports the execution and tracking of CSDA membership Calls-to-Action
- Researches and gathers district and/or policy information when needed to assist in advocacy efforts and development of materials for the department
- Assists in the coordination of legislative presentations to CSDA members, legislative offices, state officials, and others
- Coordinates legislator packets for all newly elected legislators and other offices as needed
- As directed, posts timely and accurate information on legislation and other policy issues to the website and Advocacy News blog
- Coordinates Legislative Committee activities, such as scheduling meetings, developing and disseminating agendas, confirming attendance, taking minutes, etc.
- Helps administer the CSDA Expert Feedback Teams, Special Districts Caucus, Public Works Coalition, and other coalitions
- Administers CSDA's compliance with Fair Political Practices Commission reporting requirements
- Supports the planning and execution of Special Districts Legislative Days

MEMBER SERVICES

- Takes phone calls and assists with membership questions
- Organizes and administers Legislative Committee webinars
- Monitors CSDA Communities for relevant questions, issues, and trends
- Assists in the updating of the CSDA "Knowledge Base/FAQ"
- Updates legislative-related information to the iMIS database in conjunction with the Member Services Department
- Coordinates CSDA member meetings with legislators and Capitol staff



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MISCELLANEOUS

- Performs related duties as requested by the Senior Legislative Representative.

Requirements

- Commitment to the highest ethical standards
- Exceptional written (correspondence, spelling, grammar) and verbal communications skills
- Team player with a positive attitude
- Member-oriented, with excellent telephone skills
- Extensive knowledge of workplace technology
- Capable of taking on a variety of projects, multi-tasking, and prioritizing
- Work well independently in a fast-paced environment

Minimum Qualifications

- BA/BS in a related field (political science, public administration, government, communications, etc.) from accredited university/college strongly preferred
- One to two years of work or internship experience in legislative/governmental/public affairs within state government, local government, business, or non-profit strongly preferred

Compensation

- Salary range: \$46,379 - \$69,569
- 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.