



Legislative Assistant

Non-Exempt

The Legislative Assistant provides the primary administrative support to the Advocacy and Public Affairs Department. The position requires exceptional organizational and communication skills, with an interest and understanding of legislative process and a passion for helping special district local governments better serve our communities. The Legislative Assistant reports to the Chief Advocacy and External Affairs Officer.

Components of the position include:

ADVOCACY

- Schedules and supports internal and external meetings as directed.
- 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 committee records, policy principles, long-term policy priorities, strategic policy objectives, advocacy action priorities, policy reference materials, and other related matters
- Tracks and maintains CSDA's bill list through Capitol Track
- Supports the Legislative Analysts 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
- Supports the execution and tracking of CSDA membership Calls-to-Action as well as the Grassroots Mobilization Program.
- 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
- Coordinates Legislative Committee activities, such as scheduling meetings, developing and disseminating agendas, confirming attendance, taking minutes, etc.
- Administers the CSDA Expert Feedback Teams, Special Districts Caucus, Special District Lobbyists and Partner Lists, and other coalitions as directed.
- Maintains system for tracking current and future legislators with special district experience
- Administers CSDA's compliance with Fair Political Practices Commission reporting requirements
- Supports the planning and execution of Special Districts Legislative Days
- Supports the planning and execution of Special Districts Tours

MEMBER SERVICES AND COMMUNICATIONS

- Takes phone calls and assists with membership questions
- Monitors CSDA Communities for relevant questions, issues, and trends
- As directed, posts timely and accurate information on legislation and other policy issues to the website and Advocacy News blog
- 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 annual Capitol office meet-and-greet project



MISCELLANEOUS

- Performs special protects and other related duties as requested by the Chief Advocacy and External Affairs Officer.

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, video conference, and online chat 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
- Finds satisfaction in administrative tasks and enjoys improving and ensuring the efficient and effective implementation of department administrative functions

Minimum Qualifications

- BA/BS in a related field (political science, public administration, government, communications, business administration, English, etc.) from accredited university/college strongly preferred; associate degree or other academic certifications considered with extensive, proven administrative experience
- At least one to two years of work experience in legislative/governmental/public affairs within state government, local government, business, or non-profit strongly preferred

Compensation

- Salary range: \$50,816 – \$76,224
- 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.

(12/23)