

JOB TITLE: Legislative Administrative Assistant
FLSA: Non-Exempt
LOCATION: West Sacramento, CA
REPORTS TO: Director, Governmental Affairs

SALARY RANGE \$23.54 - \$33.09/Hour

Job Summary:

The Legislative Administrative Assistant reports to Director, Governmental Affairs and provides high-level administrative and special project support to the CCPOA Legislative Team. Incumbent ensures the smooth coordination and completion of activities related to scheduling, correspondence, complex calendar management, project management, and Legislative team support functions. The Legislative Administrative Assistant possesses high standards of professionalism, exercises discretion when handling confidential information, pays close attention to detail with excellent ability to anticipate leadership needs, and prioritizes projects and initiatives using a pro-active and organizational approach to work. The Legislative Administrative Assistant demonstrates understanding and commitment to CCPOA's mission, vision and values through demonstrated behaviors.

Essential Functions:

- Attendance and punctuality to be available during Legislative Office business hours.
- Greet and direct visitors, answer, and direct phone calls for the Legislative Office in a professional and courteous manner.
- Route mail pursuant to appropriate procedures.
- Prepare documents, correspondence, memos, and additional documentation as directed.
- Prepare travel arrangements for Legislative Team and CCPOA members.
- Maintain and update various calendars for Legislative Team members.
- Maintain various files for Legislative Team members.
- Participate in the planning and execution of CCPOA sponsored functions and events as directed.
- Must be able to sit for long periods of time while performing administrative tasks, including typing.
- Occasional overnight travel may be required.
- Must be able to lift up to 20 pounds.

Duties:

PAC and Legislative Committee

- Assist in educating committees on pertinent government affairs intelligence needed to make informed decisions on behalf of the membership and reach political and policy objectives
- Create and disseminate all political communications to members through various outlets
- Prepare meeting materials, PowerPoints and presentations for Legislative and Political meetings

- Facilitate dinners, receptions, travel logistics and venue coordination
- Execute all endorsement letters to provide to candidates, campaign consultants and fundraisers

Political Events

- Help promote and recruit event attendees for all high profile political events, state candidate forums, third house fundraisers, in-district events and state party conventions
- Administer all elite event communications with attendees and event coordinators on logistics

Finance & Funding

- Track ongoing monthly financial expenditures to vendors, consultants, and contributions from PAC committees
- Facilitate legal reporting documents to meet state requirements for political attorneys
- Support all state and local incumbent and candidate funding inquiries and oversee monetary disbursement
- Handle all monthly expense reports for Governmental Affairs staff

Legislative Policy Support

- Track legislative bills and committee hearings at the State Capitol
- Help compose position letters on public safety issues
- Schedule meetings between lobbyist and Legislators and/or Capitol staff

Independent Expenditures

- Support campaign strategy based on highly sensitive political intelligence and manage intelligence with a high level of discretion
- Provide Political Counsel with all Fair Political Practices Commission (FPPC) reporting needs
- Remain flexible and able to shift strategy tactics as changes in the political climate arise

Office Administration

- Handle all incoming calls/requests to the Governmental Affairs Dept. from members and political interests
- Maintain adequately supplied office supplies and kitchen needs
- Be the point of contact for Building Management and address all issues as they arise

Member Mobilization & Education

- Work in coordination with the Communications Department to reach political advocacy goals
- Assist in creating the CCPOA Voter Guide to distribute to members during election years
- Help organically grow and maintain client relationships as part of an integrated team by delivering top quality work, working collaboratively with others, and constantly watching for new opportunities

Technology & Software Programs

- Proficient in Microsoft Office and Adobe platforms

- Website Content Editing programs (Morello, Alterian, Sitecore)
- Familiarized with PDI, CapitolTrack, ContributionTrack, BudgetTrack, Aristotle and Rappatoni

Qualifications:

Minimum of AA degree in business related courses preferred; at least one (1) year experience in an administrative capacity; Microsoft Office (Word, Excel, PowerPoint); professional phone etiquette; knowledge of multiple methods and types of mailing; must have a valid California driver's license.

Physical Requirements:

| | 0%-24% | 25%-49% | 50%-74% | 75%-100% |
|---|--------|---------|---------|----------|
| <i>Seeing:</i> Must be able to read computer screen and various reports | | | | X |
| <i>Hearing:</i> Must be able to hear well enough to communicate with employees and others | | | | X |
| <i>Standing/Walking</i> | X | | | |
| <i>Climbing/Stooping/Kneeling</i> | X | | | |
| <i>Lifting/Pulling/Pushing</i> | X | | | |
| <i>Manual dexterity:</i> Must be able to write, type, and use phone system | | | | X |

Note: The physical requirements listed may be performed with, or without, reasonable accommodation.