

Position Description

Assistant for Government Affairs Director at Government Law Firm

The purpose behind this supplemental description is to provide a contextual narrative to the job description. To start off, my practice area, the Renne Public Policy Group (based in Sacramento) is a division of the Renne Public Law Group (based in San Francisco). Our Sacramento office is small, although we work with other team members remotely. But as we continue to grow so will our RPPG team. I am a registered lobbyist with the state of California whose practice area primarily covers local agencies (e.g. cities, towns, JPA's, special districts etc.) and some private companies who work directly with local agencies (primarily technology and staffing companies).

As a 'general practice' legislative advocate, I represent my clients on a host of issues that have a material impact to local governments—including but not limited to housing and homelessness, transportation, technology, labor and employment, and the environment. I often negotiate on behalf of local government with state and regulatory agencies to improve government effectiveness and bolster public services. I also write articles, participate in webinars, and speak at conferences. In short, my practice works to advance the public good by providing a voice for local governments who are struggling to maintain critical services.

I was asked to lead this new division just under a year ago, with only one client under our belt. Since that time, our client portfolio has and continues to grow at a rapid pace. I am providing this background because our firm's success has not come easily. Our success is predicated on a tireless work ethic, high energy, and attention to detail. We are able to provide a level of personal service that our clients come to expect day in and day out. This is our competitive advantage—we roll up our sleeves and we put in the work.

I've never been accused of being "low energy". I'm often wearing multiple hats and running on multiple projects at once. Therefore, I seek an assistant who is able and willing to support my efforts to grow this practice. The candidate will handle everything from clerical and administrative support tasks to policy and grant research. This person must be prepared to take on tasks such as scheduling, preparing correspondence, legislative tracking, writing, editing, and project management. The position involves extensive client contact, working directly with legislative and regulatory agencies, and attending off-site client meetings and conferences. The assistant will be expected to coordinate with in-house operational staff to prepare and process client invoices, expense reports, comply with political disclosure requirements and other operational support duties as needed.

This position is a great training opportunity for professionals who have an interest in municipal law and policy or who are interested in working directly with local and state government. If you are thinking about law school, graduate school or public policy work, it's a great opportunity to gain experience and understanding of policy, law and the operational challenges of local government. You will be responsible for assuring that projects are carried to completion and deadlines are met while exploring your interests in law and policy. I do my best to include my assistant in key meetings where decisions are being made. Successful candidates must be self-starters, able to work independently, and will ensure that the firm's operational and support needs are met.

Successful candidates must have excellent attention to detail, strong academic credentials and writing abilities, as well as strong organizational and record-keeping skills. The candidate should be a fast thinker, calm under pressure, and display a willingness to be coached. The candidate must have the ability to prioritize and keep track of multiple projects and should be a team player. People skills, poise, and a good sense of humor are also important.

This position offers a competitive pay and full benefits. Because of the learning curve, I require at least a one-year commitment (preferably two). Applicants should submit a cover letter describing their education, career goals, and relevant experience, along with their resume, and *short* writing sample (preferably not more than three pages) to info@publicpolicygroup.com. I am more interested in *how* you write than I am in the content

of the writing sample. When submitting the email please put “First name, Last and Legislative Assistant” in subject line of email.

No phone calls, please.

For more information about the firm, please visit www.publicpolicygroup.com