



Supervisor Katrina Foley, Fifth District **Orange County Board of Supervisors**

Orange County Supervisor Katrina Foley seeks a **District Representative** with the ability to move forward the Supervisor's priorities and initiatives, with a passion for public service and changing the status quo.

Under the supervision of the Deputy Chief of Staff, the District Representative is responsible for representing the Supervisor when she is not present in the community, building relationships with constituents and community leaders on her behalf, maintaining the office profile in their assigned regions, staffing special events in their assigned area and other parts of the district as needed. This individual will build meetings and events for the Supervisor and will staff her when assigned. The District Representative should also plan to brief assigned agenda items for the Board of Supervisors regular meetings at the direction of the Chief of Staff and answer casework correspondence with constituents.

The ideal candidate will have an enthusiasm for providing access to government services to all residents, setting up and executing public events, engaging in creative ideas to engage with residents in unconventional locations, and working in a collaborative manner to deliver results for Orange County residents.

ESSENTIAL JOB FUNCTIONS:

- Ensures outreach efforts align with the Supervisor's strategic vision and priorities.
- Acts as the representative for the Supervisor within their area of responsibility, including engaging with local organizations, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies, chambers of commerce and advocacy groups;
- Informs the Supervisor and the Deputy Chief of Staff of important information in their assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state and federal offices and other persons or groups to form effective relationships for the Supervisor;
- Build and maintain relationships with constituents and key community leaders.

- Inform the Supervisor and Senior Staff of up-and-coming issues in the district;
- Works with the Supervisor's Executive Scheduler and Communications Director to ensure appropriate media participation at large scale events;
- Monitors scheduled district meetings for the Supervisor with constituency groups;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner; screens and refers cases, when appropriate, to other district offices;
- Engages in the handling of office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Prepares periodic reports for the Supervisor and Deputy Chief of Staff on pending cases and district activities in their assigned issue areas;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Supervisor, staff, and constituents;
- Able to accept constructive performance-based feedback and direction;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

SKILLS AND EXPERIENCE REQUIRED:

- Bachelor's degree or two or more years of relevant work experience executing a community relations strategy for an elected official, labor union, business/industry association, a campaign, a non-profit or public agency;
- A driver's license, reliable transportation, and ability to assemble large displays;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Expertise in developing and maintaining relationships with constituents and stakeholders;
- Confidence and professional diplomacy, effectively relating to people at all levels internally and externally, and navigating nuanced situations.
- Strong written and verbal communication skills, including public speaking skills;
- A demonstrated interest in public service;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment to continue responsibilities.

SALARY AND BENEFITS

Starting Salary Range \$65,000 - \$75,000. Negotiable and commensurate with experience or degree. Benefits include Medical Insurance, Dental Insurance, Vision Insurance, Defined Benefit Pension Plan, Vacation/Sick Leave.

APPLY

Submit a resume, cover letter, and writing sample to [**Katrina.Foley@ocgov.com**](mailto:Katrina.Foley@ocgov.com) with the subject "*District 5 - District Representative Application*"

APPLICATION DEADLINE: *08/4/2023 or until positions are filled.*

LOCATION: This position is based in Santa Ana and is in-person; regularly requires travel throughout District 5 cities for community events.