

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Director

GRADE: 10

REPORTS TO: House Fiscal Agency Governing Committee

POSITION SUMMARY: This is an at-will, non-partisan position. The House Fiscal Agency Director provides confidential, nonpartisan expertise to the House Appropriations Committee Members and all other Members of the House on all legislative fiscal matters.

The House Fiscal Agency Director manages the Agency and is accountable for its efficient operation and effective performance. The director reports to the House Fiscal Agency Governing Committee and operates the Agency with direction from the Committee and in accordance with the House of Representatives Policies and Guidelines. The Director is responsible for managing staff, including economists, fiscal analysts, legislative analysts, and support specialists; as they provide services to the Appropriations committee on issues including, but not limited to, the Governor's budget recommendation, appropriation bills, substitute bills and amendments, policy initiatives/alternatives, all state expenditures, and economic forecasts.

PRINCIPAL ACCOUNTABILITIES: The individual interprets appropriation bills, develops budget projections/models, conducts research, prepares concise analyses, and provides the tools to Members to educate their constituents regarding the state budget.

JOB QUALIFICATIONS: Bachelor's degree, with strong preference for Master's degree in economics, public administration, government finance or other appropriate field of study. The individual must have a strong knowledge of state fiscal and government finance as well as effective competencies in working with state leaders. The individual must have five years of supervisory experience and demonstrable research, writing, and presentation skills. The individual must be able to work in a political, diplomatic, and confidential environment while maintaining a non-partisan demeanor.