

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Majority Central Staff Director

GRADE: 12

REPORTS TO: Speaker of the House and Majority Chief of Staff

POSITION SUMMARY: This is an at-will, partisan position. The Majority Central Staff Director serves the Speaker of the House to help develop the caucus policy agenda and/or communications agenda and manage the central staff section(s).

NATURE AND SCOPE: The Majority Central Staff Director must be familiar with the legislative process and state government. The Director must be able to perform high quality, objective research and analysis in an environment requiring a high level of self-direction. The individual must demonstrate the ability to deal effectively with the complex, difficult situations that are common in the high pressure legislative environment.

PRINCIPAL ACCOUNTABILITES: The Director must be aware of key legislation before House committees and on the floor in addition to the Senate and Executive office proposals. The Director must possess excellent management skills to ensure that the department analysts are informed and focused on supporting the caucus' legislative agenda. The Majority Central Staff Director must have strong interpersonal skills to ensure effective communication with the Members, staff, Executive and Senate agencies, and outside interest groups. This individual is responsible for other duties as assigned.

JOB QUALIFICATIONS: Minimum bachelor's degree with preference of master's degree in political science or related field, with extensive government relations experience.