

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Special Advisor to Leadership Office

GRADE: 12

REPORTS TO: Speaker of the House or Minority Leader of the House

POSITION SUMMARY: This is an at-will, partisan position. The Special Advisor provides confidential executive-level support to the Speaker of the House or the Minority Leader of the House. The Advisor is responsible for the execution of a broad and complex set of assignments as delegated by their respective caucus leader.

PRINCIPAL ACCOUNTABILITIES:

1. Leads, directs and coordinates projects, and initiatives for the Members of their Caucus.
2. Gathers, investigates, researches, analyzes, and acts on information affecting intradepartmental or interdepartmental operations.
3. Participates with Central Staff Directors in legislative planning and formulating the caucus message.
4. Collaborates with and acts as a confidential sounding board for Members and staff to assist in developing strategies.
5. Performs other duties as assigned.

PRINCIPAL SKILLS: The Special Projects Advisor has a thorough understanding of the legislative process, House policies and House Rules. The Advisor must have strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

JOB QUALIFICATIONS: Bachelor's degree in political science or related field, and/or equivalent government relations experience.