

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Business Director

GRADE: 11

REPORTS TO: Chief Financial Officer/Business Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Deputy Business Director performs the daily operations necessary to support the Chief Financial Officer/Business Director. Responsibilities are performed in a non-partisan and efficient manner.

NATURE AND SCOPE: The incumbent reports to the Chief Financial Officer/Business Director. The Deputy Director serves as a backup for the Business Director attending various meetings and in the absence of the Business Director assures the daily functioning of the departments supervised by the Business Office, Facilities, Finance, Human Resources and Information Technology.

PRINCIPAL ACCOUNTABILITIES:

1. Audit and distribute bi-weekly payroll.
2. Serves as Parking Coordinator for House members and employees. Parking locations include the Capitol lot, HOB Garage, Roosevelt Ramp (three tiers) and the Ferris lot. All parking assignments made in accordance with the House seniority list.
3. Assist the House Business Director with Access to Information requests. Informs Leadership of inquiries, proposed response, and maintains log to ensure the information is released in compliance with House Rules. Ensures completion of quarterly report to the Speaker.
4. Coordinates with LSB telecom the installation, disconnect, and movement of phones and provides display and directory updates including the preparation of the Member Office and Member Floor Phone lists. Responsible for auditing the monthly telecom bill.
5. Under the direction of the Business Director, managing and publishing House Policies and Guidelines and maintaining a record of changes and the rationale.
6. Assists the Chief Sergeant with maintaining the Restricted Visitor List and reviewing materials for distribution in the House Office Building.
7. Participates in the preparation of materials for Member Orientation.

8. Coordinates special projects (example: annual Blood Drive and Arts in the House) and other duties as assigned.
9. Serves as a Notary.
10. Utilizes communication, organization and computer skills to assist the Business Office Director in maintaining efficient and friendly customer service to members, staff, and guests in a non-partisan manner. Maintains strict confidentiality to all responsibilities including compliance with HIPPA.
11. Familiar with Representatives and employees of the House and the guidelines and procedures that impact them, with an awareness of the power and decision-making structures in the organization of the House.
12. Ensures proper record retention of electronic and paper files.

PRINCIPAL SKILLS:

1. An ability to assume the responsibility of permanently assigned tasks and a variety of other tasks as assigned without direct supervision, while exercising initiative and judgment, and making decisions on these assigned tasks.
2. A mastery of office skills, including office organization and management and computer use with a flexibility to expand those skills, accounting procedures and business mathematics, composition, problem solving, person-to-person contact, and telephone communication techniques, all while presenting an even-tempered, positive image in a non-partisan context while working under pressure.
3. An ability to adapt to ever-changing needs and procedures in a timely and accurate manner, always under pressure, as required in the Business Office.

JOB QUALIFICATIONS: Bachelor's degree and/or equivalent position related legislative experience.