

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Deputy Director – Central Staff

GRADE: 10

REPORTS TO: Central Staff Director

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**POSITION SUMMARY:** This is an at-will, partisan position. The Deputy Director – Central Staff assists the Central Staff Director in serving caucus leadership with developing the policy agenda and/or communications agenda. The Deputy Director also assists with the management of the central staff section(s).

**NATURE AND SCOPE:** The Deputy Director - Central Staff must be familiar with the legislative process and state government. The Deputy 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 Deputy Director – Central Staff must be aware of key legislation before House committees and on the floor in addition to the Senate and Executive office proposals. The Deputy Director must possess the communication skills to help ensure that the central staff department analysts are informed and focused on supporting the caucus' legislative agenda. The Deputy Director must have strong interpersonal skills to effectively communicate with the Members, staff, Executive and Senate agencies, and outside interest groups. This individual is responsible for other duties as assigned.

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