

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Legislative Director

GRADE: 12

REPORTS TO: Chief of Staff and/or Speaker of the House

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**POSITION SUMMARY:** This is an at-will, partisan position. The Legislative Director serves the Speaker of the House to implement the caucus policy. The Legislative Director works closely with Committee Chair offices, House Policy staff, the Senate Majority Floor Leader's office, and the Majority Floor Operations Manager in formulating the weekly session activities.

**NATURE AND SCOPE:** The Legislative Director works in a fast paced, high pressure environment while managing legislation through the process. This individual performs administrative responsibilities.

Strong interpersonal skills are required to ensure effective communication with the House Members and staff, Senate Members and staff, the Executive office, and various interest groups.

#### PRINCIPAL ACCOUNTABILITIES:

1. Ensures that the legislative staff is properly focused on carrying out the Caucus' legislative goals.
2. Works to formulate positions on legislative issues.
3. Monitors legislative activity on the House floor and handles long-term and short-term legislative planning.
4. Oversees the progression of bills as they move from Committee to the floor.
5. Recommends strategies and tactics on bills and positions.
6. Participates in legislative staff meetings.
7. Monitors and reports on floor action to the Speaker and the Chief of Staff.
8. Other duties as assigned.

**JOB QUALIFICATIONS:** A bachelor's degree is preferred, with five years legislative experience. Thorough knowledge of the legislative process and House Rules.