

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Minority Floor Operations Manager

GRADE: 9

REPORTS TO: Minority Floor Leader

POSITION SUMMARY: This is an at-will, partisan position. The Minority Floor Operations Manager assists the Minority Floor Leader with session floor operations.

NATURE AND SCOPE: The Minority Floor Operations Manager must have in depth knowledge of parliamentary procedure and the legislative process as a whole. The individual must build relationships and have the communication skills to work with House Members and staff, the Senate, the Executive branch, and outside interest groups.

PRINCIPAL ACCOUNTABILITES: The Minority Floor Operations Manager coordinates with the Majority Floor Operations Manager concerning the daily agenda for House session, the session schedule, and guests on the floor. The Minority Floor Operations Manager works closely with Members of the minority caucus to coordinate offering amendments and speaking to legislation on the floor. This individual works to ensure proper legislative protocol is followed on the floor and assists with procedural questions.

The Majority Floor Operations Manager works in a fast paced, high pressure environment while monitoring the progression of bills on the floor. This individual coordinates with House Policy staff to provide status updates to Members when legislation is moving from committee to the floor. This individual performs administrative responsibilities and other duties as assigned.

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.

JOB QUALIFICATIONS: Bachelor's degree and/or five years of extensive legislative experience. Thorough knowledge of the legislative process and House Rules.