

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Press Secretary

GRADE: 11

REPORTS TO: Speaker of the House or Minority Leader

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**POSITION SUMMARY:** This is an at-will, partisan position. The Press Secretary serves as the media liaison for the Speaker of the House or Minority Leader and their respective caucus'.

**NATURE AND SCOPE:** The Press Secretary must have a thorough knowledge of the legislative process, current legislative and non-legislative issues, and an understanding of print, broadcast, and online media. The individual must build relationships and have the communication skills and temperament to work with a variety of media personalities in a tactful and professional manner. Strong writing, editing, and proofreading skills are essential. The Press Secretary has the ability to exercise discretion and independent judgement in the representation of the caucus.

**PRINCIPAL ACCOUNTABILITES:** The Press Secretary develops and implements media, communications, and public relations strategies for the Speaker of the House or Minority Leader and their respective caucus'. This individual evaluates current events and media reports in order to provide ideas and advice on the effect the caucus' actions and legislative activities have in the media.

The Press Secretary works in a fast paced, high pressure environment while maintaining a good working relationship with House Members and staff, Senate Members and staff, the Executive office, and various interest groups. This individual performs administrative responsibilities and other duties as assigned.

**JOB QUALIFICATIONS:** Bachelor's degree in journalism, public relations, or closely related field and/or five years of extensive legislative experience.