

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Associate Director

GRADE: 8

REPORTS TO: Director

POSITION SUMMARY: This is an at-will, non-partisan position. Associate Directors are responsible for the operation of all aspects of their assigned unit. This includes, but is not limited to; monitoring the performance and work products of Fiscal Analysts and clerical personnel within the unit to ensure timeliness, analytical integrity, and overall quality of written products and oral presentations. The Associate Directors are also responsible to the Agency employees within the unit to address problems they may encounter in the performance of their assigned duties.

Associate Directors serve as advisors to the Director and Deputy Director. This includes assisting in goal setting, planning, and identifying potential problems within and outside the Agency.

Associate Directors are to carry out Agency policy as articulated by the Director and contained in Agency policies and procedures.

PRINCIPAL ACCOUNTABILITIES: In addition to fulfilling the responsibilities of a Senior Analyst, the Associate Director is required to:

1. Monitor, review, and evaluate written work products of Fiscal Analysts including analyses of legislation and administrative rules, memoranda, letters, subcommittee decision documents, and other written materials provided to members of the legislature and the public.
2. Coordinate and monitor the unit portion of all Agency-wide projects to ensure consistency, quality, and adherence to deadlines.
3. Evaluate the performance of employees within the unit and make appropriate recommendations to the Director.
4. Redistribute assignments of Fiscal Analysts in the event of an unplanned absence of a member of the unit.

5. Provide for necessary instruction, training, and assimilation of new employees within a unit.
6. Interview and recommend to the Director potential candidates for employment within the Agency.
7. Monitor and approve/deny annual leave requests.
8. In an effective and timely manner, communicate with the members of the unit to keep them up to date on issues, projects, and information pertaining to the Agency's work.
9. Undertake special assignments at the request of the Director.

JOB QUALIFICATIONS: Bachelor's degree, with preference for Master's degree in economics, public administration, government finance or other appropriate field of study.

In addition to the skills and abilities of a Senior Fiscal Analyst, the Associate Director must exhibit strong management, supervisory, and communication skills and the expertise to evaluate overall performance of employees in his/her unit.

The individual must possess basic research, analytical, and statistical skills, and have a thorough knowledge of State budget policies and procedures.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.