

# MICHIGAN HOUSE OF REPRESENTATIVES

## POSITION DESCRIPTION

POSITION: Committee Clerk Director

GRADE: 11

REPORTS TO: Clerk of the House

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Committee Clerk Director supervises and directs the work of the Committee Clerks. The Committee Clerk Director oversees the administration of all House standing committees and policy subcommittees. This includes the recording of actions taken by each standing committee and the maintaining of records of all motions, amendments, substitutes, and proposed actions considered in the committees. It also includes preparing committee reports for publication in the House Journal. Additionally, the Committee Clerk Director oversees the preparation and publishing of committee minutes.

The Committee Clerk Director ensures that committee meetings follow proper parliamentary procedure, the Standing Rules of the House of Representatives, and the Open Meetings Act.

The Committee Clerk Director ensures House committees are provided with adequate staffing, facilities, and equipment needs. The Committee Clerk Director also schedules the use of House Committee rooms in the House Office Building and the Capitol Building.

The Committee Clerk Director functions independently and must respond quickly to situations requiring immediate attention when committees are meeting.

The Committee Clerk Director updates various House web pages and performs general administrative tasks and other duties as assigned.

**JOB QUALIFICATIONS:** The Committee Clerk Director must possess a working knowledge of Microsoft Office Suite products and Windows operating systems. Knowledge of the legislative process and/or experience with the legislative branch of government along with strong interpersonal and communication skills are required. Supervisory experience and a post-secondary degree are preferred.