

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Deputy Chief of Staff

GRADE: 12

REPORTS TO: Speaker of the House and Majority Chief of Staff

---

**POSITION SUMMARY:** This is an at-will, partisan position. The Deputy Chief of Staff assists the Majority Chief of Staff with managing the Office of the Speaker and the caucus agenda.

The Deputy Chief of Staff must be familiar with the legislative process and state government. The individual must possess excellent management skills to ensure the caucus agenda and legislative priorities are implemented. The Deputy Chief of Staff assists both the Chief of Staff and the Speaker in making decisions, attending meetings, representing the House of Representatives, and other duties as assigned. The individual maintains strict confidentiality in all responsibilities.

The Deputy Chief of Staff assists the Chief of Staff in collaborating with the Central Staff Caucus Directors to implement the caucus agenda. The Deputy Chief of Staff supports the Chief of Staff with developing and coordinating relationships between the caucus, other legislative leaders and elected officials and state agency personnel. The Deputy Chief of Staff closely interacts with the Central Staff Directors to ensure thorough research and consistent messaging to support caucus initiatives.

The Deputy Chief of Staff works in a fast paced, high pressure environment while making decisions in accordance with House policy and House Rules.

**JOB QUALIFICATIONS:** Minimum bachelor's degree with preference of law degree or master's degree, with extensive government relations experience.