

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Legislative Director

GRADE: 9

REPORTS TO: Legislative Director

POSITION SUMMARY: This is an at-will, partisan position. The Deputy Legislative Director assists the Legislative Director in serving the Speaker of the House to implement caucus policy. The Deputy Legislative Director works closely with Committee Chair offices, House Policy staff, the Senate Majority Floor Leader's office, and the Majority Floor Operations Manager in order to assist with carrying out a legislative agenda.

NATURE AND SCOPE: The Deputy Legislative Director works in a fast paced, high pressure environment while assisting with the management of legislation through the process. This individual also performs administrative responsibilities as needed.

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.

PRINCIPAL ACCOUNTABILITIES:

1. Working with the legislative staff to assist in carrying out the Caucus' legislative goals.
2. Works to formulate positions on legislative issues.
3. Monitors legislative activity in committee and on the House floor and assists in handling long-term and short-term legislative planning.
4. Monitors the progression of bills as they move from committee to the floor.
5. Recommends strategies and tactics on bills and positions.
6. Participates in legislative staff meetings.
7. Monitors and reports on committee and floor action to the Legislative Director.
8. Other duties as assigned.

JOB QUALIFICATIONS: A bachelor's degree is preferred, with prior legislative experience. Thorough knowledge of the legislative process and House Rules.