

MICHIGAN HOUSE OF REPRESENTATIVES

POSTION DESCRIPTION

POSITION: Majority Chief of Staff

GRADE: 15

REPORTS TO: Speaker of the House

POSITION SUMMARY: This is an at-will, partisan position. The Majority Chief of Staff is the primary adviser to the Speaker of the House and is responsible for the day-to-day operations of the House, as well as the conduct of the legislative sessions. This includes the development and implementation of all objectives, strategies, and operating plans for the Caucus and its members. The Chief of Staff advises caucus members on policy, communication, and staff matters and is available to answer any and all questions. The Chief of Staff carries out all decisions made by the Speaker and directs caucus staff accordingly. As agent for the Speaker, the Chief of Staff oversees all House staff.

NATURE AND SCOPE: The Chief of Staff's role as a mediator and negotiator is one of the most important responsibilities required of this position.

The Chief of Staff, when called upon or in absence of the Speaker, takes a leadership role in resolving discrepancies or emergencies that might arise.

The Chief of Staff has oversight responsibilities for all sections of the House, including partisan and nonpartisan offices.

On behalf of the Speaker, the Chief of Staff supervises and directs the assignment of introduced bills to the appropriate House committees. This requires an awareness of all issues before the Legislature.

The Majority Chief of Staff collaborates with the Central Staff Caucus Directors to implement the caucus agenda and assist the Speaker in completing the legislative work. The Majority Chief of Staff understands, develops, and coordinates relationships between the caucus, other legislative leaders and elected officials and state agency personnel. The Majority Chief of Staff closely interacts with the Majority Central Staff Directors to ensure thorough research and consistent messaging to support caucus initiatives.

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

PRINCIPAL ACCOUNTABILITIES:

1. Monitors the on-going restoration of the Capitol Building.
2. Serves as a mediator among Representatives and assists them in resolving individual and/or group problems.
3. Monitors the Legislative Council and makes appropriate recommendations for action by the Speaker.
4. Serves as a liaison for the Speaker and the House of Representatives between the Senate, Governor's Office, state departments and other agencies.
5. Maintains contact with individuals representing various outside interest groups and issues, analyzing the pros and cons of an issue for recommendation to the Speaker for appropriate responses or actions.
6. Remains on call during non-working hours for various issues that may arise.
7. Works with the Speaker, the leadership team, and all Majority Representatives to develop strategies to advance the legislative goals and interests of the caucus.
8. Builds sustainable processes and drives projects to conclusion.
9. Performs other duties as assigned by the Speaker of the House.

PRINCIPAL SKILLS:

1. Thorough knowledge of the House of Representatives, the legislative process, as well as local, state and federal government agencies.
2. Ability to provide necessary organization, supervisory leadership, and motivation to manage caucus and office staff.
3. Ability to develop and maintain a good working relationship with state legislators, other elected officials, staff, and various interest groups.
4. An understanding of legislative districts and state political processes.
5. Thorough knowledge of, and working relationships with, the lobbying community, and legislative stakeholders.
6. Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner common to the complex, high pressure legislative environment.
7. Excellent oral and written communication skills and project management capabilities.

JOB QUALIFICATIONS: Bachelor's degree, and/or equivalent position related experience. The individual must have supervisory experience, negotiating skills, and knowledge of the State of Michigan government operations. A demonstrated record of personal integrity while operating in a confidential manner.