

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Majority Floor Operations Manager

GRADE: 11

REPORTS TO: Majority Floor Leader

POSITION SUMMARY: This is an at-will, partisan position. The Majority Floor Operations Manager oversees session floor operations for the Majority Floor Leader.

NATURE AND SCOPE: The Majority Floor Operations Manager must have in depth knowledge of parliamentary procedure and the legislative process as a whole. The individual must build relationships and have the communication skills to work with House Members and staff, the Senate, the Executive branch, and outside interest groups.

PRINCIPAL ACCOUNTABILITES: The Majority Floor Operations Manager coordinates the daily agenda for House session and is responsible for communicating that agenda to all Members and staff. This individual coordinates with the Clerk's Office on the daily agenda and any changes that occur. The Majority Floor Operations Manager works closely with Committee Chair offices, House Policy staff, the Senate Majority Floor Leader's office, and the Speaker's Legislative Director in formulating the daily agenda.

The Majority Floor Operations Manager ensures proper legislative protocol is followed by Members and staff on the House floor. This individual authorizes floor access for staff and guests and coordinates with the Sergeant-At-Arms.

The Majority Floor Operations Manager works in a fast paced, high pressure environment while managing legislation on the House floor. This individual performs administrative responsibilities and other duties as assigned.

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.

JOB QUALIFICATIONS: Bachelor's degree and/or five years of extensive legislative experience. Thorough knowledge of the legislative process and House Rules.