

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Minority Chief of Staff

GRADE: 13

REPORTS TO: Minority Leader of the House

POSITION SUMMARY: This is an at-will, partisan position. The Minority Chief of Staff is the primary adviser to the House Minority Leader and is responsible for the day-to-day operations of the House Minority Caucus. This includes the development and implementation of objectives and strategies 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 Minority Chief of Staff carries out all decisions made by the Minority Leader and directs caucus staff accordingly. The Minority Chief of Staff oversees their respective caucus staff.

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

The Minority Chief of Staff works with the Majority party to build relationships, and work to advance the minority party's caucus legislation.

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

PRINCIPAL ACCOUNTABILITIES: The Minority Chief of Staff must be aware of key legislation before House committees and on the floor in addition to the Senate and Executive office proposals. The Minority Chief of Staff must possess excellent management skills and strong interpersonal skills to ensure effective communication with the Members, staff, Executive and Senate agencies, and outside interest groups. This individual is responsible for other duties as assigned.

JOB QUALIFICATIONS: Minimum bachelor's degree, with preference of master's degree in political science or related field, and/or equivalent extensive government relations experience. A demonstrated record of personal integrity while operating in a confidential manner.