

MICHIGAN SENATE

SENATOR HOITENGA

POSITION POSTING

LEGISLATIVE DIRECTOR

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Legislative Director develops and helps implement legislative initiatives on behalf of the Senate Member and monitors other legislative developments. More specifically, the Legislative Director attends selected committees and sessions, as necessary; assists with drafting legislation, amendments, press releases, and talking points; and monitors bills throughout the legislative process. When needed, the Legislative Director attends meetings and corresponds with officials, constituents, and special interest groups regarding legislation. The Legislative Director will also serve as a liaison between constituents and state departments to resolve various issues for constituents.

ESSENTIAL JOB FUNCTIONS:

- Responds to outside inquiries on legislation
- Drafts and edits various correspondence, including constituent responses
- Contacts and coordinates with state departments to resolve issues
- Corresponds with and meets with constituents
- Proof various constituent correspondence
- Attends session and committee meetings, as necessary
- Attends legislative and district meetings with or on behalf of the Senate Member, as necessary
- Performs special projects assigned by the Chief of Staff or the Senate Member

SECONDARY DUTIES AND RESPONSIBILITIES:

- Organizes and complies files concerning legislation
- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- Bachelor's degree or four years of prior policy related legislative experience required
- Knowledge of the legislative process and prior legislative experience strongly preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge of the legislative process and of the structure and policies of state government

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to draft, format, and comprehend legislation
- Excellent written and verbal communication skills
- Ability to work outside of the normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to speak in front of large groups, including public meetings
- Ability to develop and maintain good working relationships with legislators and other elected officials and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Ability to use diplomacy, discretion, and good judgement when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: Negotiable, based on experience

GOVERNING CAUCUS: Republican

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume
to:**

PO Box 30036

Lansing, MI 48909

Email: MBowers@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.