

MICHIGAN SENATE

SENATOR LINDSEY

POSITION POSTING

LEGISLATIVE DIRECTOR

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Legislative Director develops and implements legislative initiatives on behalf of the Senate Member; monitors legislative developments; and supports the Senate Member's communications and constituent outreach. More specifically, the Legislative Director attends committee and session, assists with drafting legislation, amendments, and talking points; monitors bills throughout the legislative process; and testifies in legislative committees on behalf of the Senate Member. As necessary, the Legislative Director attends meetings and corresponds with officials, constituents, and stakeholders regarding legislation.

ESSENTIAL JOB FUNCTIONS:

- Develops messaging points and communications to convey the Senate Member's legislative priorities
- Monitors legislative developments and keeps the Senate Member and staff informed of emerging issues
- Requests bills and assists drafters and stakeholders with the development of legislation
- Responds to outside inquiries on legislation
- Attends session and committee meetings, as necessary
- Attends legislative and district meetings on behalf of the Senate Member
- Testifies in legislative committees on behalf of the Senate Member, as necessary
- Reviews mail, email, constituent casework, articles, and press releases related to legislation
- Corresponds with and meets with constituents, as necessary
- Performs special projects assigned by the Senate Member or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Answers and responds to constituent phone calls, emails, and mail, as necessary
- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary
- Attends district meetings and events, as necessary
- Performs all other duties as assigned by the Senate Member or the Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree required
- Knowledge of 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 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 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 use diplomacy, discretion, and good judgment 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: Commensurate with experience

GOVERNING CAUCUS: Republican

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

**Interested applicants, please submit a cover letter and resume with the
Subject line “Legislative Director”
to:**

PO Box 30036
Lansing, MI 48909

Email: MCriadoCano@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.