

MICHIGAN SENATE

SENATOR CAVANAGH

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 and monitors other legislative developments. More specifically, the Legislative Director attends committees and session; assists with drafting legislation, amendments, and communications materials; 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 special interest groups regarding legislation.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements legislative initiatives for the Senate Member's office
- Monitors legislative developments
- Requests bills and assists drafters and interest groups with the development of legislation
- Responds to outside inquiries on legislation
- Oversees committee agenda and organizes committee meeting logistics for one or more committees which the Senate Member is a chair, with direction from the Senate Member and Chief of Staff
- Attends session and committee meetings, as necessary
- Attends legislative and district meetings on behalf of the Senate Member
- Prepares talking points for speaking engagements, press releases and quotes, and social media posts
- 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: \$55,000 - \$75,000, based on experience

GOVERNING CAUCUS: Democrat

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: GRowley@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.