MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

DEPUTY BUDGET DIRECTOR

SUMMARY:
Under the direction of the Senate Majority Leader and supervised by the Budget Director and Senior Deputy Chief for Strategy, the Deputy Budget Director supports the development of appropriations-related legislation. The Deputy Budget Director advocates on behalf of the Senate Majority Leader with respect to budget priorities and advises Majority Caucus Members on all budget- and appropriations-related issues.

ESSENTIAL JOB FUNCTIONS:
- Supports the development and analysis of appropriations legislation for the Michigan Senate
- Advises Majority Caucus Members, the Senate Appropriations Committee Chair, and staff on all budget and appropriations-related issues
- Supports the execution of Appropriations Committee meetings, Appropriations Caucus meetings, and other budget-related meetings as needed
- Supports the Senate Appropriations Committee Chair in materials development, meeting preparation, and other duties as assigned
- Builds and maintains relationships with stakeholders regarding budget issues
- Conducts appropriations related research and policy development in a team environment
- Researches and tracks areas of concern or controversy impacting the State budget, as well as current statutes or pending legislation
- Drafts legislative and policy analyses on a variety of appropriations-related issues
- Tracks bills as they move out of committees to provide the Majority Caucus with a better understanding of the total financial implication of the bills the legislature is passing

SECONDARY DUTIES AND RESPONSIBILITIES:
- Performs other duties, as assigned by the Budget Director, Senior Deputy Chief of Strategy, the Senate Majority Leader, Senate Appropriations Chair, or Majority Caucus Member offices

EDUCATION/EXPERIENCE:
- Bachelor's degree required; advanced academic degree and/or professional certification preferred
- Three years or more of experience in the private sector managing budgets, or three years of academic research in the area of appropriations, or appropriations experience at the local, state, or federal level required
- Previous managerial experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:
- Ability to effectively manage professional staff in a fast-paced environment
- Knowledge of the legislative and appropriations process and of the structure and policies of state government

- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work outside of prescribed work hours when 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 develop and maintain good working relationships with colleagues, legislators, 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 judgment when disseminating information

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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: $85,000 - $102,000, based on experience
GOVERNING CAUCUS: Democratic

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

Applications will be accepted until position is filled.
Interested applicants, please submit a cover letter and resume with the subject line "Deputy Budget Director" to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@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, sexual orientation, gender identity or expression, 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.