MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

POLICY DIRECTOR

SUMMARY:
Under the direction of the Senate Majority Leader and supervised by the Senior Deputy Chief of Strategy, the Policy Director serves as the leader and manager of the Policy team, including managing a professional staff of policy advisors. The Policy Director provides overall vision and direction for the office to identify and develop public policy initiatives, analyze legislation and appropriations from a Majority Caucus perspective, and assist Senate Majority Caucus Members in their constitutionally mandated role of overseeing state government.

ESSENTIAL JOB FUNCTIONS:
- Advises and supports the Senate Majority Leader and Majority Caucus Members in the conduct of legislative business
- Ensures that policy advisors effectively research, interpret, and understand complex policy and budget issues.
- Supports the professional growth of policy advisors
- Serves as a member of an innovative think tank by developing and promoting new policy representing Majority Caucus principles
- Researches ideas and/or issues at the request of Majority Caucus Members
- Provides context, advice, and political analysis on appropriations issues
- Serves as a resource or referral service for individual Majority Caucus Senate offices in pursuit of answers to constituent matters
- Operates as a senior staff member of the Majority Caucus and provides support and advice to other departments and the Majority Leader's Office
- Represents the Senate Majority Leader and Majority Caucus Members in a professional, courteous manner

SECONDARY DUTIES AND RESPONSIBILITIES:
- Performs all other duties as assigned

EDUCATION/EXPERIENCE:
- An advanced academic degree and/or professional certification (e.g., JD; CPA) preferred
- Seven years or more experience in legislative affairs, policy development, or government affairs
- Three years or more prior managerial experience in a professional office setting
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:
- Ability to develop and maintain good working relationships with colleagues, legislators 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
- 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
- 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 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: $120,000 - $128,000, 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 "Policy 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.