

MICHIGAN SENATE

SENATOR McCANN POSITION POSTING

CHIEF OF STAFF

SUMMARY:

Under the direction of the Senator McCann, the Chief of Staff directs, coordinates, and supervises all operations of the Senator McCann's office, including oversight of staff and budgets, legislative initiatives, constituent casework, scheduling, and daily activities. The Chief of Staff reports directly to Senator McCann and serves as Senator McCann's chief administrative officer and advisor for all legislative matters. The Chief of Staff is the primary point of contact for Senator McCann's office.

ESSENTIAL JOB FUNCTIONS:

- Acts as the principal aide and strategist to Senator McCann
- Oversees the day-to-day operations of Senator McCann's office, including management of staff and oversight of budgets
- Oversees Senator McCann's calendar for events and planning
- Reviews mail, email, constituent casework, articles, press releases, and other correspondence
- Supervises staff execution of excellent constituent service and response, including appropriate follow ups to ensure constituent issues are resolved and documented in the office's CRM (Indigov)
- Communicates, through various media, information of general interest to constituents pertaining to Senator McCann's office and related activities
- Analyzes legislation and provides policy consultation in key areas of interest for Senator McCann
- Briefs Senator McCann on key legislative and district issues
- Attends session and committee meetings, as necessary
- Interviews and hires staff with Senator McCann's approval
- Attends meetings with and on behalf of Senator McCann in district and in Lansing
- Conducts or delegates special projects for Senator McCann's office, as necessary

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- Bachelor's degree and prior legislative experience required
- Management 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
- 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 supervise staff, including responsibilities, workloads, and scheduling
- 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: \$65,000 - \$75,000

GOVERNING CAUCUS: Democratic

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

**Interested applicants, please direct inquiries, cover letters, and resumes
by November 18, 2022, to:**

John Curran

PO Box 30036

Lansing, MI 48909

Email: jcurran@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, 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.

