

LEGISLATIVE DIRECTOR
HOUSE REPUBLICAN OFFICE

\$5,056 - \$7,459 Monthly

(Starting salary will be determined based on pay equity analysis per Oregon's Equal Pay Act)

*This recruitment is open to current Legislative Branch Employees only

The House Republican Office (HRO) is seeking a full-time Legislative Director to develop, manage, and implement legislative strategy, provide policy research and development and advice on related matters to the House Republican Leader, HRO Chief of Staff, Republican leadership team, and all caucus members. The Legislative Director will have primary responsibility to oversee the overall legislative agenda, policy analysis, to work in a collaborative manner with the other HRO team members, and to serve and support the caucus. This position is located in the State Capitol, Salem, Oregon.

DUTIES & RESPONSIBILITIES

- Track and coordinate House Republican Caucus legislation and other legislative priorities, working to promote their passage. Work with nimbleness and a proactive attitude in a responsive and timely manner;
- Work with Legislative Counsel to draft or amend legislation, initiate and perform research on bills, legislative issues and related topics;
- Coordinate with legislators, other government agencies representatives, and stakeholders on legislation;
- Research current trends in priority subject areas, formulate policies and suggest legislative changes;
- Maintain accurate and up-to-date files on bills, committee work, task forces, and issues; research, update, revise, and retrieve information in an expert manner using a computer, maintaining accurate and up-to-date files on bills, committees, and issues;
- Manage the development and implementation of the House Republican Caucus policy agenda and other legislative priorities;
- Serve as lead on all summary policy documents in the HRO;
- Assist and support caucus members in developing and initiating bills;
- Organize caucus policy staff work in caucus legislative priorities and work with members;
- Initiate work in the HRO to support caucus members and the HRO;
- Develop and produce materials in support of caucus work during session and post session;
- Ensure materials are produced and delivered on a timely basis;
- Work collaboratively with HRO Communications staff; and,
- Serve as a resource to caucus members.

HIRING INFORMATION

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications per completion of pay equity analysis.
- Candidate should be able to start work no later than December 2, 2019.

- This full-time position has management service benefits, including health and dental insurance, optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holiday leave, and sick leave.

WORKING CONDITIONS

The Legislative Director works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are required during the Legislative Session and other heavy workload periods.

NECESSARY SKILLS

- Successful experience researching complicated policy issues and providing clear and concise findings.
- Excellent writing, editing, speaking, and analytical skills and experience presenting information in writing and orally.
- Understanding of the legislative environment.
- Skill in performing professional support functions requiring independent judgment, decision-making, and problem resolution. Excellent work ethic.
- Skill in communicating orally with a variety of people at all levels such as elected officials, other agency or legislative staff members, administrators, the press, and the public.
- Ability to work individually in a self-directed manner and as part of a team and to produce consistent, quality work under deadline in a fast-paced environment.
- Exceptional ability in organization and detail-orientation.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Public Relations, Political Science, Marketing, the Behavior or Social Sciences or related degree, **AND**

- Four (4) years professional level experience in Public Policy or Public Affairs **OR**
- Eight (8) years' experience directly related to the position under recruitment; five of the eight years must have been at the professional level.

*An equivalent combination of education and experience sufficient to demonstrate the ability to perform the duties of the position may be considered.

TO APPLY

Please complete the following: 1) Cover letter, 2) Current resume, 3) Three professional references, and 4) [A completed Legislative Administration employment application](#). Send to Bruce Anderson at bruce.anderson@oregonlegislature.gov.

- The Cover Letter should include a statement of how you meet the qualifications and necessary skills.
- All applications will be confidential; references will not be contacted unless a candidate becomes a finalist for the position.

This position will remain open until filled. However, to be considered in the first round of interviews, applications must be received by November 12, 2019.

Any questions concerning this position should be directed to the House Republican Office: 503-986-1400.

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.