

JOB DESCRIPTION
CHIEF OF STAFF
OHIO SENATE DEMOCRATIC CAUCUS

SUMMARY:

The Senate Democratic Caucus Chief of Staff is the primary adviser to the Ohio Senate Democratic Leader and is responsible for the day-to-day operations of the Ohio Senate Democratic Caucus. This includes the development and implementation of all objectives, strategies, and operating plans for the Caucus and its members. The Chief of Staff advises caucus members on policy, communication, and staff matters and is available to answer any and all questions Senators have. The Chief of Staff carries out all decisions made by the Leader and directs caucus staff accordingly. The Chief of Staff processes all information provided by caucus staff and advises the Leader on the potential benefits and consequences of any and all decisions made by the Leader and Caucus. All Democratic staff report to the Chief of Staff.

ESSENTIAL JOB FUNCTIONS:

- Carries out responsibilities with direction from Senate Democratic Leader and in accordance with Senate policy and applicable state laws.
- Works with Senate Democratic Leader, the leadership team and all Democratic Senators to develop strategies and tactics to advance the legislative goals and interests of our Caucus and Senators.
- Works with Senate Republican Chief of Staff as well as House Democratic and House Republican Chiefs of Staff to advance caucus legislation and positions.
- Advocates and negotiates on behalf of Senators' legislation and issues regarding their districts and communities.
- Understands, develops and coordinates the relationships among Senate Democrats, other legislative leaders and elected officials, agency personnel, and Statehouse stakeholders and interested parties.
- Develops and oversees the administration of caucus goals, policies and procedures, including the coordination of the activities of caucus leadership with caucus members.
- Has oversight responsibility for all personnel matters including hiring, salary, and disciplinary decisions. Responsibilities include: interviewing, hiring and training employees; assigning and directing work; and evaluating staff performance.
- Directly supervises up to 10 full time caucus employees and up to two part-time caucus employees; helps Senators manage their office staffs.
- Directs Caucus communications staff to ensure consistent messaging for the Senate Democratic Leader and Senators.
- Ability to think and react in a high-energy, fast-paced environment.
- Self-starter who is able to build sustainable processes and drive projects to conclusion.
- Works a flexible schedule including long hours, nights and weekends.
- Performs other duties as assigned by the Senate Democratic Leader.

EDUCATION/EXPERIENCE:

- A minimum of a bachelor's degree is required, including strong academic credentials.
- The applicant should have at least five years of experience and training in staff management and legislative work or equivalent experiences.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of the Ohio General Assembly and state legislative processes.
- Thorough knowledge of local, state and federal departments and agencies.
- Ability to provide necessary organization, supervisory leadership, and motivation to manage caucus and office staff.
- Ability to develop and maintain a good working relationship with state legislators, other elected officials, staff, lobbyists and other interest groups.
- An understanding of legislative districts and state political process.
- Thorough knowledge of and working relationships with Statehouse lobbying community, legislative stakeholders as well as faith-based and community-based interest groups.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner under difficult circumstance in fast-paced environment.
- Excellent oral and written communication skills and project management capabilities.

APPLICATIONS DUE – January 1, 2015

Please email resume and cover letter to:

ohiosenatedemjobs@gmail.com

ATTN: Senate Democratic Leader Joe Schiavoni
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Ohio Statehouse
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