

MONTANA LEGISLATIVE JOB DESCRIPTION

TITLE: Executive Director Band 9

DIVISION: Legislative Services Division

JOB SUMMARY: The Executive Director of the Legislative Services Division (LSD) of the Montana Legislature is a nonpartisan staff position reporting directly to the Legislative Council. Plans, administers, and supervises the work of the Legislative Services Division. Directly supervises management staff. Staffs and advises the Legislative Council and advises legislative leadership on legislative management issues. Works closely with the Legislative Auditor and Legislative Fiscal Analyst to provide staff leadership for the Legislative Branch. Develops and oversees budget activities for the LSD and support of Branch budgets. Supports bill drafting and processing and provides staff for legislative committees. This is a nonpartisan position.

ASSIGNED DUTIES AND TASKS:

- Serves as lead staff to and liaison for the Legislative Council, legislative leadership, the Secretary of the Senate, and the Chief Clerk of the House. Maintains communication on staff projects and preparations for the upcoming session.
- Administers the Legislative Services Division and supervises the Director of Legal Services, Director of Office of Research and Policy Analysis, Chief Information Officer of the Office of Legislative Information Services, Legislative Environmental Policy Analyst, Financial Services Manager, Human Resource Manager, Documents Processing Manager, and Print and Distribution Manager. Organizes work and assigns it within the Division. Recruits, selects, and supervises staff. Directs personnel. Monitors work in progress to ensure completion, timeliness, and quality.
- Recommends budgets to meet Division and Branch responsibilities. Oversees management and allocation of the Division budget. Assists legislative leadership, the Secretary of the Senate, and the Chief Clerk of the House in managing budgets for the House and Senate.
- Provides advice to the Legislative Council, other legislators, and others in a nonpartisan manner. Represents the Division to outside groups, providing oral and written statements and reports. Answers questions and provides information on a wide range of legislative topics.
- Acts as a liaison to intergovernmental agencies and to intragovernmental organizations to which the Montana Legislature belongs. Assists leadership in tracking and filling appointments as required for legislative committees, and intergovernmental and intragovernmental committees.
- Participates with the Legislative Auditor and Legislative Fiscal Analyst to provide staff leadership in meeting legislative Branch duties and to adopt pay plan rules. Coordinates work both within the Division and throughout all legislative Branch agencies. Participates in or leads various task forces and work groups.
- Leads the Legislative Branch Information Technology Planning Council and assists with strategic planning of information technology support and budget for the Branch. Directs bill production and oversees the bill drafting process from requests through bill production in conjunction with the Director of Legal Services.
- Monitors bill progress through session and provides support to bill and amendment drafting and the bill production process. Supports bill and amendment production and printing for the House and Senate. Writes bills, resolutions, and amendments for introduction in the Legislature, as needed and according to the Bill Drafting Manual.

- Provides staffing services to legislative session and interim committees. Services include providing staff who become and remain informed about subjects of interest to the committee, anticipating needs of committee, and working closely with committee chair to facilitate timely and efficient committee work. Staffs session administrative or on-call committees.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of management and administrative processes in government organizations.
- Substantial knowledge of legislative procedures, rules, and administration.
- Substantial knowledge of Montana laws, the Montana Legislature, and state government.
- Substantial knowledge of the bill process and bill drafting principles and practices.
- Substantial knowledge of information technology.
- Substantial knowledge of personnel and procurement laws and practices.
- Substantial knowledge of state budgeting and appropriations processes.
- General knowledge of the principles, procedures, and methods of legal, historical, and political research.
- General knowledge of Montana history, geography, economics, and demographics.
- Ability to communicate and perform effectively orally and in writing.
- Ability to plan, organize, and direct work and evaluate results and alternative strategies.
- Ability to implement sound management practices and supervise others.
- Ability to understand and apply rules, policies, and procedures.
- Ability to work as part of a team.
- Ability to work independently to manage a variety of projects.
- Ability to maintain composure and meet deadlines under time pressure.
- Ability to maintain confidentiality and handle politically sensitive work.
- Ability to communicate and perform effectively and diplomatically with personal contacts.

WORK RELATIONSHIPS/PERSONAL CONTACTS:

The Executive Director interacts with legislators, legislative employees, employees in the Executive and Judicial Branches, lobbyists, media, attorneys, and members of the public.

REPORTING REQUIREMENTS:

The Executive Director reports to and works under the general supervision of the Legislative Council.

WORKING CONDITIONS:

The Executive Director works in an ordinary office environment. The Director is expected to work considerable overtime hours during the legislative sessions and interims. Some travel may be included.

QUALIFICATIONS:

- Master's Degree or equivalent education and relevant work experience.
- Eight years of progressively responsible, relevant work experience.