

**Illinois House of Representatives
Office of Speaker Emanuel “Chris” Welch
Legislative Director**

Job Type: Full time, Payroll

Reports to: Chief of Staff

Location: Springfield, Illinois and Chicago, Illinois

Number of Positions: 1

Date: 10-01-21

Summary: The Legislative Unit of the Office of the Speaker provides direct, one-on-one legislative support to Democratic members of the Illinois House of Representatives. The Legislative Director oversees a team of Legislative Coordinators, In-District staff, and supervisors.

Essential Functions:

- Oversee all staff in the Legislative unit, including In-District staff;
- Advise the Speaker and House Democratic caucus members on legislative strategy;
- Work with Chief of Staff and other members of senior staff to develop best legislative and parliamentary strategies;
- Develop and provide input on caucus legislative priorities;
- Oversee and work with unit’s senior staff to develop professional development program for employees within the unit;
- Coach staff, oversee training program, and create work assignments;
- Make decisions on member/staff staffing arrangements;
- Work with Communications Director to identify opportunities for issue-based messaging for the caucus;
- Lead and direct caucus roll calls;
- Oversee floor staff and legislative operations; and
- Work with third party organizations and agencies to identify legislative priorities.

Required Qualifications:

- Bachelor’s degree;
- Significant management experience and strong leadership skills;
- Confident decision-making;
- Strong writing skills with AP style knowledge;
- Persuasion skills, both written and oral;
- A commitment to an unpredictable work environment and the willingness to work long hours, when needed;
- Professional demeanor and the ability to adapt and work with different or difficult personalities;
- Ability to build consensus; and
- A demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics.

Compensation:

- Competitive salary based on experience;
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees’ Retirement System;

- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois, or in the Bilandic Building in Chicago, Illinois, both of which are open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police. Security for the Bilandic Building is provided by the Illinois State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Application Information:

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
Human Resources Director and EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
401 S. Spring Street
Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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