

## Committee Manager I and II Job Description

<b>Reports to:</b>	Director of Senate Staffing	
<b>Supervises:</b>	Committee Secretaries and Committee Assistant	
<b>Compensation:</b>	<b>Employer Paid Retirement</b>	<b>Employee/Employer Paid</b>
<b>Committee Manager I</b>		
<b>Hourly Rate</b>	\$13.4725 – \$20.90	\$15.2077 – \$23.5921
<b>Daily Rate</b>	\$107.78 – \$167.20	\$121.66 – \$188.74
<b>Committee Manager II</b>		
<b>Hourly Rate</b>	\$14.1613 – \$21.97	\$15.9833 – \$24.7954
<b>Daily Rate</b>	\$113.29 – \$175.76	\$127.87 – \$198.36

### General Information/Purpose

The Committee Manager oversees the operation and work flow of a Senate Standing or Select Committee and any Subcommittees thereof, as well as supervises Committee Staff including the Committee Secretaries and Committee Assistant.

Senate employees are **nonpartisan** and do not attempt to influence members of the Legislature, other State employees, or members of the general public regarding policy matters or pending legislation and do not let personal opinions or positions affect work procedures or product. Given the nonpartisan nature of the position, all employees of the Senate are prohibited from engaging in certain political activities. Senate employees are expected to establish and maintain courteous and effective relationships when interacting with all Legislators, legislative staff, lobbyists, the media and the general public (regardless of political affiliation), demonstrating high professional, ethical and confidentiality standards consistent with Senate policies.

The Committee Manager performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Committee Manager may be required to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. Senate Session employees are paid for seven days per week during the Legislative Session with no payment for overtime; prior to and after the Legislative Session, staff is paid on an hourly basis. The Committee Manager is subject to a performance appraisal process prior to the end of the Legislative Session.

### Essential Job Functions

- Safeguard confidentiality of all office files and information received.
- In consultation with the Committee Chair and Policy Analyst, schedule meetings to hear bills referred to the Committee.
- After consultation with the Committee Chair and Policy Analyst, create electronic agendas, posting them on the legislative website and in Legislative Building; revising, reposting, distributing and emailing agendas as necessary.
- Contact sponsors and other interested parties for Committee hearings.
- Coordinate receipt of exhibits from testifiers relevant to Committee hearings; upload in a PDF format to NELIS for Committee members, staff and the general public pursuant to a prearranged schedule.
- Arrange for videoconferencing, audio visual equipment and interpreter services for Committee hearings as needed.
- Schedule Committee Secretaries and Committee Assistant to prepare for and facilitate Committee meetings and produce minute reports.
- Receive, sign for and secure in a locked cabinet bill draft requests (BDRs) and track deadlines for BDR introductions; notify the Chair of receipt; upon direction of the Committee Chair and his/her signature, deliver BDRs to Senate Front Desk Staff; return BDRs not introduced to the Legal Division when introduction deadline has passed.

- Receive, sign for and secure in a locked cabinet original bills, tracking progress and any amendments thereto using the Personalized Legislative Tracking program; view Committee meetings and Senate Floor Sessions to monitor BDR and bill activity; return all original bills to Front Desk Staff at the end of Session.
- Prior to scheduled Committee meetings, order copies of the bills for Committee hearings and prepare folders/binders for Committee members for meetings pursuant to instructions of Chair/Policy Analyst.
- Report final Committee actions on bills to Senate Front Desk on Committee Action Reports.
- Coordinate information and documents needed by Senator for Committee meetings and Floor Sessions; deliver Amendment Explanations and Floor Statements to the Chamber for the Committee Chair or bill sponsor.
- Coordinate Joint Committee meetings and Subcommittee with Assembly Committee staff.
- Coordinate Committee staff to ensure there is adequate office coverage at all times.
- Supervise Committee Staff; coordinate and monitor the work flow making adjustments as necessary; provide for a supportive and positive working environment, while also setting clear expectations for employee performance.
- Use social media in accordance with Senate guidelines to communicate nonpartisan Committee information and activities to the public.
- Access the internet to perform research relevant to the legislative process including NELIS and Committee meetings.
- Review the Committee Minutes Status Report prepared by Committee Secretaries, evaluating progress in completing minutes and submit status report weekly to the Committee Minutes Coordinator;
- Discuss performance issues or concerns with the Director of Senate Staffing for appropriate corrective action.
- Prepare performance evaluations on Committee staff and submit to Director of Senate Staffing prior to the end of Session.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary, responding to requests for information and resolving issues in accordance with the Senator's instructions; handle communications with the public in a manner that is politically knowledgeable and sensitive.

#### **Other Job Functions**

- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
- Set up and maintain an electronic and/or paper filing system of confidential and work related documents; file accurately, both numerically and alphabetically.
- Open mail and email and appropriately direct/redirect or respond as directed and/or requested.
- Maintain and organize adequate office supplies.
- Work cooperatively with other office, Committee and legislative staff; maintain courteous and effective relationships.
- Attend appropriate Senate staff training and meetings prior to and during the Legislative Session.

**Notwithstanding the stated Essential and Other Job Functions, the duties and responsibilities of this position may be assigned or reassigned at any time at the discretion of the Secretary of the Senate or Director of Senate Staffing.**

#### **Job Qualifications/Mental and Physical Abilities**

- Exhibit strong technological skills using the computer to prepare and track documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
- Possess strong written and verbal communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Supervisory skills to manage staff and workflow, provide work direction and training to others; monitor performance and resolve staff issues.
- Exhibit high level of professionalism in conduct, work ethics and appearance.

- Acquire and develop working knowledge of Senate rules, conduct, policies, procedures and basic understanding of the legislative process and procedures.
- Acquire and develop working knowledge of the Legislative Building with its Committee rooms, Legislators' offices, etc. and reference materials available related to the Legislature.
- Familiarity with Google products and social media platforms, e.g., Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram.
- Maintain strict confidentiality and exercise discretion in all legislative matters and interactions.
- Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm professional demeanor at all times.
- Demonstrate customer service mentality.
- Be attentive and detail-oriented; be organized, flexible and adaptable.
- Work effectively as a team member to contribute to the efficient functioning of the Committee.
- Follow instructions from his/her supervisor and other Senate administrative staff.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Sit and/or stand for extended periods of time.
- Lift supplies weighing approximately 10-20 pounds.

**Physical Environment**

- Typical office environment at a desk, sharing office space with other legislative staff.
- Large conference room, working with large groups of people in front of the public, press and video cameras.
- Moderate exposure to noise (computers, printers, light traffic).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

**Leveling Guide for Committee Managers I and II**

**Committee Manager I: entry level position for a Committee Manager who has no experience working at the Nevada Legislature.**

**Committee Manager II: Committee Manager with previous experience at the Nevada Legislature and who has performed satisfactorily.**

**Note:** This job description is not intended to be a complete list of all duties, responsibilities, qualifications, and required/prohibited conduct associated with the job. The information is also not intended to create either an implied or express contract between the Senate and the employee. Employees of the Senate are at-will employees and, as such, may leave employment at any time and employment may be terminated at any time with or without cause or notice. This at-will status may not be altered or modified, except in writing and signed by the Secretary of the Senate.

The Nevada State Senate is an equal opportunity employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, or gender identity and/or expression.

**Your signature below indicates you have been given a copy of this job description, you have read and understand it and can perform the Essential Functions of the job with or without reasonable accommodation.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**To apply, please submit the following:**

5. An LCB/Senate Application, which can be found at:  
<http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx>
6. The Supplemental Questionnaire for Senate Session Staff – 2015 Legislative Session which can be found at:  
<http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2015SupplementalQuestionnaire.pdf>
7. A current résumé.
8. A cover letter.

**If you are applying for more than one Senate position: please list all Senate positions applying for in the “Title of Job” area of the Legislative Counsel Bureau/Nevada Senate Employment Application and mark the appropriate Senate positions on the Supplemental Questionnaire for Senate Session Staff.**

**For Senate positions, please disregard the instructions on the application that require you to submit an application for each position; one application is sufficient for Senate purposes.**

**Applications must be received/posted by 5 PM Friday, September 19, 2014.**