



STATE REPRESENTATIVE BEN LEMAN

Representative Leman is seeking a part time Deputy District Director for House District 13. Individuals whom wish to apply should e-mail their resume along with three references to his Chief of Staff, Wesley Starnes, at Wesley.Starnes@house.texas.gov.

DEPUTY DISTRICT DIRECTOR:

The District Deputy Director serves as the member's spokesperson in the district. Under the supervision of the Chief of Staff and District Director, the Deputy District Director will act as a liaison between the Representative and constituents, district organizations, local governments, and state agencies. They shall attend events and assist constituents as required. The Deputy District Director is to assist the District Director in maintaining the district office. The Deputy District Director should know the district, maintain strong community contacts, and be able to deal effectively with local constituents and organizations.

The Deputy District Director will meet with constituents in the district, handle constituent requests, and manage casework as needed. The Deputy District Director will work closely with the District Director and Chief of Staff in Austin on scheduling, constituent work, legislation requests and any unknown questions.

The Deputy District Director must maintain relationships with local leaders, other state officials and their offices, as well as congressional and senate members and their local offices.

ESSENTIAL JOB FUNCTIONS:

- Coordinates with the District Director on scheduling and events in the district, including but not limited to meeting requests, speaking engagements, and events that take place in both the Capitol and the district.
- Prepares and briefs the member and appropriate staff on the member's daily and weekly schedule.
- Coordinates logistics of events and travel.
- Informs the office of current events and news throughout the district. Coordinates with the District Director to assist in drafting letters, resolutions, and certificates for constituents.
- Reviews newspapers and monitors social media.
- Responds to constituent requests for information and assistance with government agencies.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Must have flexible schedule as some events are outside of regular hours. Availability to attend events in the district, during and after normal business hours with or without the member being present.
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Prefer Capitol, district, political, campaign or local government experience.
- Must have a good working knowledge of Microsoft Computer Programs (Word, Excel, Adobe).
- Strong scheduling, planning and organizational skills.
- Must have a flexible schedule as some events are after 5 pm.
- Must have reliable transportation.
- Must be able to meet deadlines in high pressure situations.
- Must be able to work independently and in cooperation with others. The ability to be a self-starter and keep a busy schedule without constant direction.
- Must communicate with professionalism, clarity, and timeliness with the offices of other elected officials, constituents, and others that engage with the office.



The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.