



STATE REPRESENTATIVE
OSCAR LONGORIA

DISTRICT 35

MEMORANDUM

**JOB POSTING - LEGISLATIVE DIRECTOR
SESSION ONLY**

General Description

Performs managerial work providing direction and guidance to legislative staff. Work involves planning and directing legislative operations. Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

Work Performed

- Assists the chief of staff in planning and directing legislative agenda, initiatives, and strategies.
- Updates the member and chief of staff daily on the status of legislation and matters.
- Provides policy analysis, recommendations, and strategic advice to the member.
- Conducts legislative research and analyzes legislation.
- Attends legislative committee hearings and meetings.
- May review and respond to constituent inquiries and requests with chief of staff approval.
- Plans, assigns, and/or supervises the work of others.
- Responsible for all press releases related to office and legislation.

Qualifications

Experience working with the state Legislature and legislative staff and in research and planning work.

Must have knowledge of local, state, and federal laws and regulations; of research methods and techniques; and of principles and practices of public administration and management.

Ability to manage multiple assignments; to communicate effectively; to work effectively with legislators, legislative staff, public officials, state agencies, and the general public.

Must have experience in writing press releases. **Please include a writing sample with resume.**

Salary- May be negotiated according to legislative experience.

Please email resumes to: oscarlongoria@gmail.com

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