

# TEXAS HOUSE OF REPRESENTATIVES



GEANIE W. MORRISON

**COMMITTEES:**

LOCAL & CONSENT CALENDARS – CHAIR  
ENVIRONMENTAL REGULATION  
CULTURE, RECREATION & TOURISM

**DISTRICT 30**

**COUNTIES:**  
ARANSAS  
CALHOUN  
DEWITT  
GOLIAD  
REFUGIO  
VICTORIA

**CAPITOL OFFICE:**  
P.O. BOX 2910  
AUSTIN, TEXAS 78768-2910  
(512) 463-0456  
(512) 463-0158 *fax*

**DISTRICT OFFICE:**  
P.O. BOX 4642  
VICTORIA, TEXAS 77903  
(361) 572-0196  
*fax* (361) 576-0747

## District Director

Representative Morrison is seeking a qualified candidate for a District Director position to serve District 30 based in Victoria, Texas. Will consider part-time depending on qualifications. Under the supervision of the Chief of Staff, the District Director will act as a liaison between the Representative and constituents, district organizations, local governments, and state agencies. This position will begin ASAP. Salary negotiable based upon experience. Position involves some travel across 6 counties in District 30.

### **ESSENTIAL JOB FUNCTIONS:**

- Manages scheduling and events coordination 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.
- Reviews and responds to mail, email and telephone correspondence.
- 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.
- Availability to attend some events in the district after normal business hours.
- Performs other duties as assigned.

### **SKILLS AND KNOWLEDGE REQUIRED:**

- Prefer Capitol, district, political, campaign or local government experience.
- Strong scheduling, planning and organizational skills.
- Must have a flexible schedule as some events are after 5 pm.
- 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.



EMAIL: [Geanie.Morrison@house.texas.gov](mailto:Geanie.Morrison@house.texas.gov)

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## TO APPLY:

Please submit a resume via email to [Shane.Saum@House.Texas.gov](mailto:Shane.Saum@House.Texas.gov). Applications will be accepted until the position is filled. Please note, only applicants scheduled for an interview will be contacted.

*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*



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