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STATE REPRESENTATIVE  
SHAWN THIERRY

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DISTRICT 146

## LEGISLATIVE DIRECTOR AND POLICY ADVISOR

**Position Availability:** Immediately

**Salary:** Negotiable Based Upon Experience

**Available date:** Position is available June 28, 2021 for interim session, special session, and permanent hire

### BASIC FUNCTIONS:

Under the direction of the Member and the Chief of Staff, the Legislative Director and Policy Advisor develops and manages the Member's legislative and district outreach agenda, in conjunction with the Chief of Staff. The Legislative Director and Policy Advisor

Under the direction of the Member, the Chief of Staff, the Legislative Director and Policy Advisor

- May be required to handle the full bill package, research other legislation, and review bill co-authoring opportunities.
- Manage key district relationships and constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.
- Prepares briefings for the Member on legislative issues
- Manages the advancement of the Member's bills
- May serve as the principal substitute for the Member at legislative and/or other meetings
- Analyzes legislation and provides policy consultation
- Researches and formulates of legislation and for meetings with stakeholders
- Supervises staff including interns and fellows assigned to assist with legislation and other duties
- Monitors and reports on floor action to the Member and the Chief of Staff.

### SKILLS AND KNOWLEDGE REQUIRED

- The employee must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.
- The position requires excellent oral and written communications skills and a strong understanding of policy and the legislative process.
- The employee works a flexible schedule including long hours, nights, and weekends throughout the legislative session. .
- Must adhere to the Member's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities.

### TO APPLY

Please submit a cover letter and resume via email to [Shawn.Thierry@house.texas.gov](mailto:Shawn.Thierry@house.texas.gov). Applications will be accepted until the position is filled. Please note, only applicants scheduled for an interview will be contacted

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