

Job Title: **Administrative Assistant to the Majority Leader**
Supervisor: **Majority Leader – Rep. Bobby Kaufmann, Republican**

Description Date: 06/08/2026

Job Summary: Performs legislative and constituent work under the general supervision of the Majority Leader as directed.

Minimum Salary: \$57,158.40
This is a non-merit, full-time position.

ESSENTIAL FUNCTIONS:

Correspondence & Constituent Contact -

1. Coordinates a timely response to inquiries and requests from constituents including phone calls, letters, and e-mails.
2. Crafts timely and informed responses to correspondence with input from Majority Leader's team members.
3. Prioritizes time sensitive items that require the Majority Leader's immediate attention.

Scheduling

1. Oversees the intake of requests for meetings with the Majority Leader and facilitates the scheduling of meetings.
2. Creates and maintains an up-to-date electronic calendar for the Majority Leader.
3. Communicate with meeting attendees via email, by phone, or in person if any changes in the schedule need to occur.

Legislation Tracking

4. Manage the input and updating of a bill tracking document for the Majority Leader to review daily.
5. Track the progress of legislation as it moves through the legislative process and have a working knowledge of the key legislative issues of each session
6. Work with caucus staff and members to help plan weekly debate schedules

Resolutions

1. Oversees the intake and electronic tracking of requests for resolutions.
2. Presents for approval all resolutions to the Majority Leader.
3. Delivers drafted resolutions ensuring they are "laid over" for House floor action, members are ready for the resolution's reading, and all parties have approved of an appropriate schedule for the resolution presentation.

General Office Management

1. Act as the face of the Majority Leader’s office by greeting anyone who stops into the office, whether it be visitors, constituents, lobbyists, or elected officials.
2. Take messages upon request for the Majority Leader or other office staff when they are out of the office or otherwise engaged.

ADDITIONAL JOB FUNCTIONS:

1. Will demonstrate knowledge of rules and floor operations of Iowa House of Representatives.
2. Maintains exemplary customer service with Representatives, Senators, coworkers and the public.
3. Assists the Majority Leader in efforts to make this office a resource to the members that they understand is always open and available to assist them.
4. Available to help where and when needed, with a flexible schedule that includes partial compensatory time. Works closely with staff to operate an efficient office that assists the Majority Leader to fulfill the duties of office.

SKILLS AND EDUCATION REQUIRED:

1. Associate or bachelor’s degree preferred from an accredited university or college with major in Political Science, Public Administration, Business, Economics, or related program preferred.
2. Previous professional employment in the public sector; state, county or local government preferred or related experience providing political campaign support.
3. Working towards a BA/BS degree with commensurate work experience of two years or more.
4. Valid Iowa Driver’s license.

Job Description Approved/Supervisor: _____

Signature/Title: _____ Date: _____

*****WE RESERVE THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE HOUSE DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS “AT-WILL.” THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS. *** Last Update 07/09/19**