

NOTICE OF VACANCY: JUNE 16, 2022

DIRECTOR OF THE IOWA SENATE DEMOCRATIC RESEARCH STAFF

Applications are being taken for the position of Director of the Iowa Senate Democratic Research Staff. Review of applicant materials, which should include a resume, cover letter and writing sample, will begin at 9 a.m. on July 11, 2022. Application materials should be submitted via the Iowa General Assembly's website: <https://www.legis.iowa.gov/careers>

Full-time employment. Competitive Benefits. Salary is commensurate with experience and qualifications.

Job Description

The position involves leading and managing the Iowa Senate Democratic Research Staff, which provides policy, communications, and strategic services to Democratic State Senators. This includes:

- Providing supervision and administration of the Senate Democratic Research Staff.
- Developing and evaluating public policy, budgeting and communications options with Senators and staff regarding priorities for the caucus and for individual Senators.
- Coordinating with staff to ensure the delivery of timely resources to assist in policy development and promoting the caucus agenda.

The position includes the employment, training, and supervision of nine professional employees.

Desired attributes include the ability to work effectively with legislative leaders, legislators and their staff, legislative, executive, and judicial branch personnel, the news media, lobbyists, and the public.

The position advises staff and Democratic Senators on:

- a. Messaging strategy

- b. Media relations
- c. Policy strategy
- d. Constituent issues

Effective oral and written communication skills are required.

Minimum qualifications include at least five years of experience in a legislative organization or a related environment that provides or directs public policy analysis. Relevant bachelor's degree or equivalent combination of education and experience required.

The Iowa General Assembly is an equal opportunity employer and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, military service, age, national origin, marital status, economic status or disability.