

Chief Clerk, Iowa House of Representatives

This is a non-merit, at-will full time position for the Chief Clerk-Chief Administrative Officer of the Iowa House of Representatives. Working under the appointment and supervision of the Speaker of the House, this partisan position (Republican) supervises 37 direct reports in Facilities, Human Resources, Security, Printing Services and the Chief Clerk's staff in performing parliamentary and administrative operations in service with the elected members, staff, and interns in the House of Representatives. Candidates must follow the instructions in the "To Apply" section. Positions in this class are exempt from the screening/referral requirements of the Iowa Department of Administrative Services- Human Resources Enterprise.

Minimum Salary for Qualified Candidate: \$100,380.80

Location- Des Moines-State Capitol

Job type- Full time Job Number-

Agency- # 500 Legislative-House

Closing date: May 31, 2019- 11:59 pm

Point of Contact- Kate Murphy, Director, Human Resources, Iowa Legislature, kate.murphy@legis.iowa.gov

To Apply- For consideration- all applicants must submit a cover letter describing legislative, management, administrative professional experience, and a resume with two professional/supervisory reference names/contact information to: www.legis.iowa.gov/careers Apply to Chief Clerk, Iowa House of Representatives.

Additional information for employment can be found at: <https://www.legis.iowa.gov/careers>

Job Functions:

This is a non-merit, at will management position with the Iowa House of Representatives. Candidates must follow the instructions in the "To Apply" section. Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services- Human Resources Enterprise.

Responsibilities: This management professional will supervise the Chief Clerk's staff (9), the joint employees (Facilities, Human Resources, Security, Printing Services) of the House and Senate (16) and legislative session only staff (12) in addition to serving as the Chief administrative Officer of the House of Representatives under the appointment and supervision of the Speaker of the House. This full time partisan position (Republican) attests to the accuracy of text and action on bills and resolutions, preserves the orderly and timely operation of the House during legislative session, prepares the budget for the House, and partners on projects with the Legislative Services Director and the Secretary of the Senate all while providing exemplary customer service to legislators and constituents, staff, journalists, and lobbyists. *Please review job description below for Chief Clerk.

Minimum qualifications: If you have excellent management and communication skills, professional experience in legislative or public sector service, with a BA/BS and college/university law or advanced degree preferred, please submit your cover letter, resume, and names of two professional/supervisory references by the deadline of May 31, 2019- 11:59 pm to <https://www.legis.iowa.gov/careers>

Apply to Chief Clerk, Iowa House of Representatives

Agency- State of Iowa

Iowa House of Representatives-Chief Clerk

Website-<https://www.legis.iowa.gov/careers>

Address- Iowa Capitol, 2nd floor House

Job Title: **Chief Clerk**, Iowa House of Representatives
Supervisor: Speaker of the Iowa House of Representatives

Description Date: 5/17/19

Job Summary: Performs parliamentary, supervisory (9 Chief Clerk, 16 Joint employees and 12 Session only staff) and administrative duties for the House of Representatives. Works under the appointment and supervision of the Speaker of the House.

ESSENTIAL FUNCTIONS of the job (listed in order of importance):

1. Parliamentarian and chief administrative officer who works under the direction of the Speaker of the House as a partisan appointment.
2. Attests to the accuracy of text and action on bills and resolutions.
3. Preserves the orderly and timely operation of House business throughout the legislative day.
4. Prepares the budget for the House.
5. Attests to the accuracy of financial data, payroll and warrant requests prepared by the House Finance staff.
6. Reviews and approves all expense vouchers prior to processing.
7. Supervisor of the Chief Clerk's office staff and House Finance staff.
8. Supervisor, together with the Secretary of the Senate, of joint employees (Facilities, Human Resources, Security and Printing staff).
9. Supervises legislative printing and distribution of printed material
10. Responsible for the use and preservation of space assigned to the House.
11. Gives parliamentary advice to the House Speaker and all other members.
12. Shares knowledge of House administrative procedures and the rules of the House.
13. Performs related work as required.

ADDITIONAL JOB FUNCTIONS:

1. Partners with the Secretary of the Senate on joint endeavors between the House and Senate.
2. Partners with the LSA Director on joint projects between the House and LSA.
3. Coordinates with outside parties when events involve the House and/or the space assigned to the House.
4. Manages the food service Capitol vendor in collaboration with the Secretary of the Senate.

SKILLS REQUIRED:

- a. Extensive knowledge of the legislative process with minimum of four years legislative experience and expertise of House Rules and Mason's legislative procedures.
- b. Broad knowledge of management practices; five years management experience with ability to communicate effectively both verbally and in writing.
- c. Extensive knowledge of House administrative procedures and the rules of the House.
- d. Ability to establish and maintain good working relationships and provide excellent customer service with the elected members, staff, general public, journalists and lobbyists.
- e. Can demonstrate appropriate professional conduct, judgment and personable demeanor in the Chamber and throughout the workplace at all times.
- f. General knowledge and aptitude of computer applications; MS Office, email, texting and internet research.
- g. Physical and mental ability necessary to deliver an extended work schedule within and outside of the House Chambers, operates copier/scanner, personal computer, ability to learn Chief Clerk's software and legislative systems.
- h. Will cross train with other positions in the Chief Clerk's team.

Job Title continued:
Supervisor:

Chief Clerk, Iowa House of Representatives
Speaker of the House, Iowa House of Representatives

EDUCATIONAL REQUIREMENTS:

1. College or University, B.A. /B.S. degree in related field.
2. Master's degree or Law degree preferred.

SUBSTITUTION:

- a. Experience and education, or a combination that provide the required knowledge and abilities, may qualify.
- b. Five years of increasingly responsible experience in legislative work, including experience in a supervisory capacity, could be recognized for experience.

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

Valid Driver's license.

MINIMUM STARTING SALARY FOR QUALIFIED CANDIDATE:

\$ 100,380.80

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.*****