

Location

Austin, TX

Organization

Rep. Tony Tinderholt

Position

Chief of Staff

Job Description

State Representative Tony Tinderholt is seeking qualified applicants for the position of Chief of Staff. This individual reports directly to the member and is a trusted advisor. The Chief of Staff manages all permanent and session staff, the Member's offices, policy and communications strategies, and ensures the people of House District 94 are served ethically, responsibly, and daily.

JOB DUTIES

- Chief adviser and strategist
- Recruits, hires, trains, and manages all full-time staff and interns
- Directs all policy, communications, and district work (manages teams that oversee each area)
- Manages the Member's calendar (or delegates to a staffer, as appropriate)
- Oversee the office budget, ensuring it is correct and on-track monthly
- Directs all press releases, responses to inquiries, media relationships, and other press matters
- Handles all Open Records Requests and other ethics issues
- Serves the constituents of HD-94 in a positive and proactive manner
- Maintains relationships with Capitol staff and local officials
- Executes other tasks, projects, and initiatives of the Member, as assigned

REQUIREMENTS

- Legislative session experience, preferably in a supervisory role
- Thorough knowledge of the legislative process including House Rules, procedures, committee processes, & the inner workings of the Texas House
- Organized, disciplined, and professional
- Excellent writing, communication, and editing skills
- Able to work long hours, including nights and weekends, during the legislative session

This is a full-time, immediate opening. Salary will be commensurate with related experience.

TO APPLY: Please email your resume, cover letter, and writing sample (optional) to Tony.Tinderholt@house.texas.gov. Subject line should read: Chief of Staff Application.