



## **BORRIS L. MILES**

STATE SENATOR • DISTRICT 13

COMMITTEES: CRIMINAL JUSTICE • HEALTH & HUMAN SERVICES • HIGHER EDUCATION • NOMINATIONS

### **LEGISLATIVE DIRECTOR**

Senator Borris L. Miles is seeking qualified, capable, and self-starting applicants for a senior leadership position in the Senator's Office. The position can be based in Austin or Houston but residence in Austin is required during the legislative session.

#### **Job Description**

- In consultation with the Senator and the Chief of Staff, develop, track, advance, and help pass the Senator's legislative agenda;
- Provide leadership to and supervision of the policy team in successfully tracking and passing the Senator's legislative agenda;
- Draft legislation, amendments, and riders for legislative consideration;
- Communicate effectively, persuasively, professionally, and concisely about the Senator's legislative agenda, and about policy issues and other matters;
- Utilize a deep understanding of public policy issues to provide the Senator with analysis of legislation;
- Staff the Senator at meetings, events, committee hearings; serve as a liaison to assigned committees; meet with interested parties and visitors in a professional manner;
- Prepare the Senator for meetings and speaking engagements.

#### **Experience and Skills Required**

- Self-driven, detail-oriented personality with an ability to see beyond the obvious;
- Strong writing, interpersonal communications, and computer/technology skills;
- Leadership skills to effectively and positively manage a team while ensuring expectations are met in a productive, thorough manner;
- Deep working knowledge of the legislative process and policy issues;
- Professional work experience within a public policy related field is required (preferably directly related to the Texas Legislature).
- Four-year college degree required, Juris Doctor degree preferred but not required

**Please email cover letter and resume to: [rob.borja@senate.texas.gov](mailto:rob.borja@senate.texas.gov)**

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