

Location

Austin

Organization

Senator Borris L. Miles

Position

Capitol Chief of Staff

Job Description

The Capitol Chief of Staff is in charge of directing the overall operation of the Capitol Office and staff on behalf of Sen. Miles and conducting the office in a manner that achieves maximum effectiveness and productivity. Successful candidates must have extensive experience working in the Texas Capitol environment.

Responsibilities include, but are not limited to:

1. Consulting with the Senator, District Leadership, Legislative Director, and Communications Director, ensure that Capitol and District staff are operating effectively and providing these staffers with the support they need to carry out their duties.
2. Monitoring and tracking major Capitol Office tasks: i.e. Policy initiatives, Administration, Communications, District events and initiatives, Casework, etc.

Please email cover letter and resume to: rob.borja@senate.texas.gov