

**Location**

AUSTIN TEXAS

**Organization**

SENATOR BORRIS MILES - TEXAS SENATE

**Position**

DEPUTY LEGISLATIVE DIRECTOR

**Job Description**

DEPUTY 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, the Chief of Staff, and Legislative Director 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

Salary Range

- Salary commensurate with experience

Please email cover letter and resume to: [Camille.Foster@senate.texas.gov](mailto:Camille.Foster@senate.texas.gov)