



UTAH STATE SENATE

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STATE OF UTAH
invites applications for the position of:
SENATE MINORITY CAUCUS ADMINISTRATOR

PHYSICAL ADDRESS:

Utah State Capitol
350 N State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE: August 24, 2023

CLOSING DATE: September 6, 2023

JOB TITLE:

Senate Minority Caucus Administrator

PAY RANGE:

\$30.00 - \$36.00

JOB DESCRIPTION:

This appointed job is specific to the Legislature and works under the supervision of the Chief of Staff of the Utah Senate.

The Senate Minority Caucus Administrator contributes to the coordination and advancement of the work of the Utah Senate and the Senate Minority Caucus; she/he helps to ensure operational efficiency and effectiveness within the organization and represents leadership in delegated projects and initiatives designed to achieve the Senate's priorities and objectives.

EXAMPLES OF DUTIES:

- Assists Senate Minority Caucus members collectively and individually with developing and implementing policy initiatives, priorities, strategies, and action plans to advance legislative issues.
- Gathers, investigates, researches, analyzes, and/or studies policy information on behalf of the Senate Minority Caucus.

- At the direction of the Senate Chief of Staff, participates in institutional planning and policy development for the Utah Senate.
- Researches, writes, edits, and/or coordinates preparation of special reports, briefings, and presentations; conceives, crafts, and edits messages, letters, and other communications on behalf of Senate Minority Caucus Leadership and members.
- Coordinates and/or oversees the scheduling of strategic events, meetings, and other means to address key minority caucus and institutional objectives.
- Anticipates, identifies and troubleshoots issues of concern or significance.
- Provides timely information and necessary updates to multiple stakeholders.
- Maintain strict confidentiality and exercise discretion in all business-related matters and interactions.
- Works closely with the Senate Chief of Staff to maintain lines of communication between Senate Minority and Majority leadership.
- Builds and maintains successful working relationships and coordinates with a wide range of offices, staff, and stakeholders, internal and external.
- Assists the Senate Minority Caucus comply with legislative rules and policies.
- Organize media needs, advance communications initiatives for the caucus and provide public relations services as needed.
- Receives calls and greets visitors, takes and relays messages, responds to requests for information; provides information or directs callers/visitors to appropriate individuals.
- Other duties as assigned.

TYPICAL QUALIFICATIONS:

- Depth and breadth of knowledge of government, economics, current issues and the legislative process.
- Strong experience in project management techniques, including prioritization, resource allocation, time management, and project completion.
- An ability to manage multiple projects under pressure.
- Exceptional time management and organizational skills.
- Creative, proactive approach to problem solving.
- Exceptionally effective communication skills, both written and oral.
- Effective negotiation skills.
- Must be able and willing to work early and extended hours, and a seven-day work when necessary.
- Must be able and willing to work primarily in-person.
- Familiarity with Microsoft products, e.g., Outlook, Word, Excel, PowerPoint.

APPLICATION INSTRUCTIONS:

Submit a cover letter and resume via email to utahsenate@le.utah.gov.

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will

receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act.