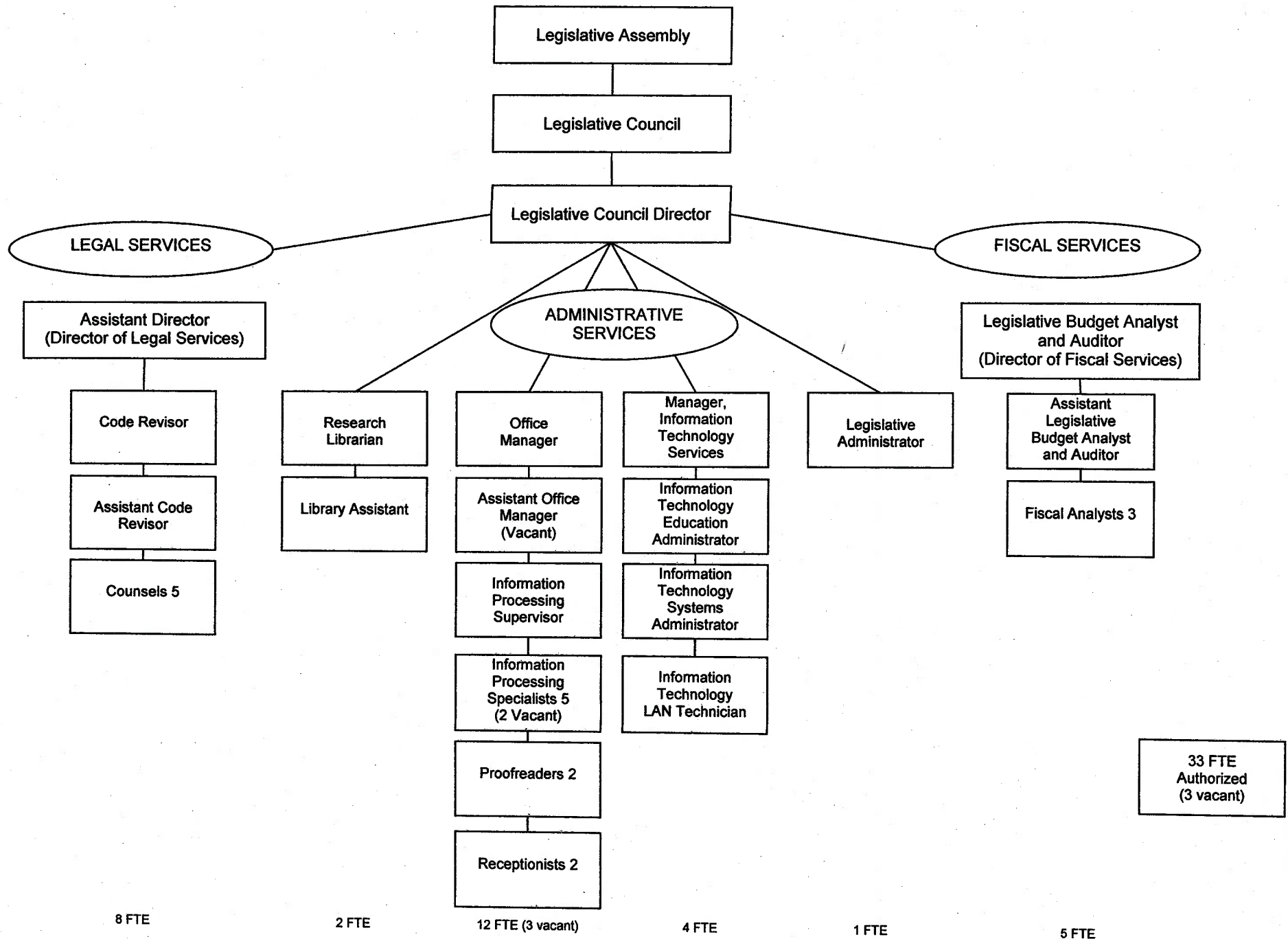
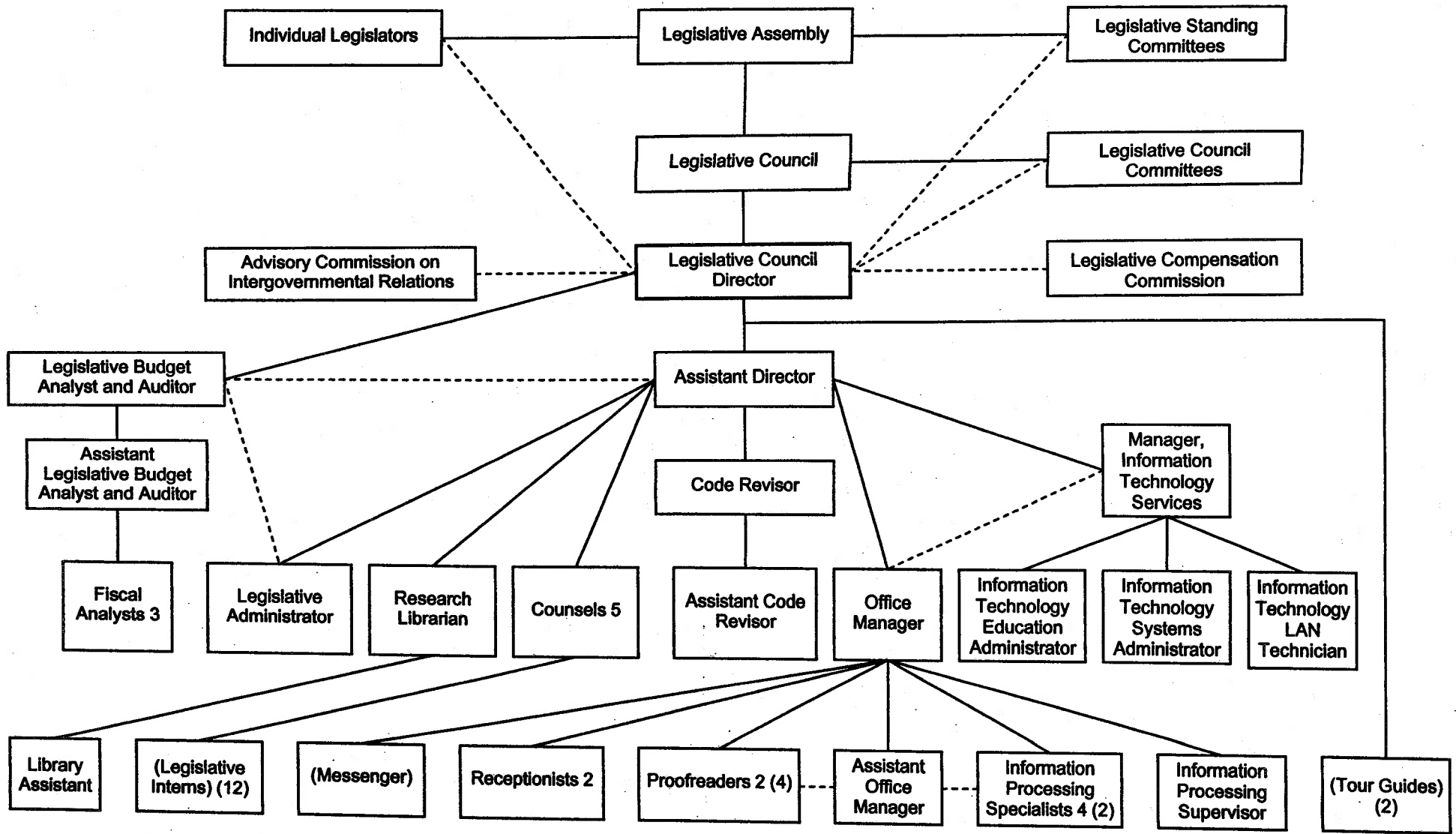


LEGISLATIVE COUNCIL ORGANIZATIONAL CHART



LEGISLATIVE COUNCIL ORGANIZATIONAL CHART



_____ Line of authority
 - - - - - Service responsibilities
 () Temporary/session employees

JOB DESCRIPTION

DIRECTOR

Summary of Work

~~The same as for a counsel, but also is~~ Responsible for the performance of the professional and legislative staff work for the Legislative Council and its committees, for providing and supervising legislative counsel staff, for providing information on legislation and the legislative process, and for performing other duties or responsibilities assigned by the Legislative Council or Legislative Council chairman.

Essential Functions

~~The same as for a counsel, but also:~~

Confers with and advises legislators on legislative matters;

Employs staff with expertise to perform the legal, fiscal, technical and other functions required by the Legislative Council;

Develops an organizational structure that facilitates an effective and efficient work environment;

Supervises all staff of the Council;

Develops procedures for and reviews work product of activities of the staff;

Review Reviews bills and resolutions drafted by members of the staff;

Performs typical administrative duties including hiring, training, supervising, and evaluating staff, and budgeting, and making recommendations on personnel matters and compensation;

Coordinates staff functions and assigns work;

Determines Reviews legal drafting policies for the Legislative Assembly;

Works closely with the legislative budget analyst and auditor to coordinate work product, develop the agency's budget, and monitor agency expenditures.

~~Hires, trains, supervises, and evaluates counsel and other personnel;~~

Supervises various legislative administrative processes, including information technology;

Represents the Council; and

Resolves problems and complaints.

Essential Skills and Abilities

~~The same as for a counsel, but also:~~

Ability to determine the overall goals of the Council and of the Legislative Assembly;

Ability to determine the strengths and the weaknesses of individual employees;

Ability to communicate effectively orally and in writing;

Ability to explain and summarize legislation, complex written material, and research documents;

Ability to establish and maintain effective relationships with legislators, state agency personnel; and others;

Ability to plan and supervise legislative activities and to manage and supervise professional and clerical personnel; and

Ability to analyze situations quickly and accurately and to develop effective courses of action; and

Ability to remain objective, nonpartisan, and professional regarding all legislative matters.

Desirable Knowledge

~~The same as for a counsel, but also:~~

Comprehensive knowledge of state and federal laws and regulations pertaining to legislative programs, of judicial procedures, and of the principles, procedures, and methods of legal and legislative research;

Comprehensive knowledge and understanding of the legislative process;

Comprehensive knowledge and understanding of federal, state, and local government organizations and functions;

Considerable knowledge of effective methods of administration, management, and supervision;

Knowledge and understanding of legislative information technology processes;

Knowledge of the budget process, fiscal management procedure, personnel management, planning resources and techniques, program coordination methods, and training materials and methods;

Knowledge of ways to cooperate with people and to help them articulate their ideas clearly, including ways to communicate, orally and in writing, complex legal issues in lay terms; and

Knowledge of techniques enabling staff to solve problems and set priorities under extreme, sustained, and simultaneous deadlines, to handle a great variety of duties, and to attend to substance as well as technical details.

Minimum Qualifications

~~The same as for a counsel, with~~ An applicant must hold a baccalaureate degree from a recognized institution of higher learning and have considerable experience with the North Dakota legislative process, be nonpartisan, be able to perform the essential functions as outlined in this job description, and possess the essential skills and abilities as outlined in this job description.