Job Description

DISTRICT DIRECTOR

OFFICE of CONGRESSWOMAN ILHAN OMAR

SUMMARY:

The District Director oversees all district office operations. This position develops and implements objectives, strategies and operating plans for the Congresswoman's district office and directs all activities and staff of the district office.

ESSENTIAL JOB FUNCTIONS:

- **Supervisory:** In coordination and consultation with the Chief of Staff, directly supervises up to seven employees; carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include interviewing, hiring, and training district office employees; planning, assigning and directing work; appraising performance; rewarding and disciplining district office employees; addressing complaints; and resolving problems.

- Represents the Congresswoman and/or assigns appropriate staff to do so in the district office as needed;

- Manages district office staff;

- Provides insight, guidance, support, and reassurance for staff without micromanaging;

- Adds accountability and oversight – ensures Ethics guidelines are followed, ensures work is completed on time, ensures high quality of work through collaboration;

- Systematize core operations – scheduling proposals, memo and briefing formats, agendas, etc.;

- Enforces deadlines and quality/format of work product;

- Oversees strategy for outreach and casework, especially during acute crises;

- Interviews, selects and trains employees of district office(s) and ensures that district office staff complies with office policies, practices, and procedures;

- Conducts district office staff meetings and briefings;

- Speaks to local groups when the Congresswoman is unavailable;

- Maintains close communication with the Washington, D.C. office;

- Travels throughout the district at regular intervals to keep abreast of local concerns;
o Meets with elected officials and representatives of local groups on behalf of the Congresswoman;

o Schedules meetings with federal and district government agencies as necessary;

o Acts as a connector to and notifies the appropriate staff when the Congresswoman will be in the liaison’s area and works with the Congresswoman's Scheduler and Comms team to ensure appropriate media participation;

o Responds to constituent telephone calls and mail;

o Meets attendance requirements as established by the office;

o Maintains a good working relationship with the Congresswoman, staff, and constituents;

o Works well under pressure and handles stress;

o Accepts performance-based criticism and direction;

o Works a flexible schedule including long hours, nights and weekends;

o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A minimum of a bachelor’s degree in the political science or related field, including strong academic credentials. Alternatively, five-ten years of related experience or training in management and/or legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

o Knowledge of legislative process and of House organization and procedures;

o Knowledge of the Member’s Congressional Handbook and House Rules;

o Ability to perform essential job functions above;

o Ability to work cooperatively and courteously with others;

o Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

o Knowledge of local, state and federal agencies and departments;

o An understanding of the district and federal political process;

o Provides necessary organization, supervisory leadership and motivation to manage district office(s);

o Excellent oral and written communication skills;

o Knowledge of the office policies, practices, and procedures;

o Knowledge of office computer applications; and

o Proficiency in word processing.
WORKING CONDITIONS:
  o Work is mainly performed in an office environment, although we do have a flexible remote work policy. Noise levels are usually moderate.