



Executive Director Job Posting Michigan Independent Citizens Redistricting Commission

Date Posted: Monday, September 28, 2020

Applications Due: Monday, October 12, 2020 no later than 5:00pm.

Background:

Every 10 years following the U.S. Census, district lines for political offices must be redrawn in states across the country to accurately reflect their population. In Michigan, a randomly selected commission of citizens is responsible for drawing U.S. Congressional and Michigan State House and Senate district lines. Voters amended the state constitution in the November 2018 general election to make citizens — not legislators or special interests — responsible for drawing district lines (called “redistricting”). The commission is composed of 13 randomly selected Michigan registered voters: four who affiliate with the Democratic Party, four who affiliate with the Republican Party, and five who do not affiliate with either major political party.

In September 2020, the randomly-selected Commission convened for the first time and voted to proceed with their first hire for an Executive Director of the Commission. The Executive Director will assist the Commission in all of their duties as they embark on a new process involving new redistricting criteria and requiring transparency and public engagement throughout the map drawing process. Final maps must be completed and approved by November 1, 2021.

General Position Description and Responsibilities:

Seeking an experienced executive with solution-oriented, results-driven management and collaborative leadership skills to serve as the Executive Director of the Michigan Independent Citizens Redistricting Commission. The Executive Director is responsible for staffing under the direction of the Commission and administrative activities supporting the work of the Commission and their constitutional obligations.

This individual will be an additional public servant and face for the citizen redistricting process, and accordingly must exhibit the highest standards of excellence, integrity, and nonpartisan commitment. As an implementer and project manager, the Executive Director will be tasked with facilitating the work of the Commission and assisting the commissioners in fulfilling their constitutional obligations to execute a robust, independent, fair, citizen-led, and transparent redistricting process.

As the key point of contact between the Commission and its other skilled staff, the responsibilities of the Executive Director will include the following:

- Manage and direct all staff support functions for the Commission: Human Resources, Budget, Contracts, Procurement, Facilities, Technology, Communications, Community outreach, Diversity and Inclusion



- Collaborate with and oversee legal counsel on legal matters facing both the Commission's operations and district maps.
- Provides direction and leadership in development and implementation of the Commission's internal and external policies, processes and operations.
- Provides direction and leadership in development and implementation of the Commission's long-term work and strategic plan, at the direction of Commissioners.
- Assist the Commission in the hiring process for additional staff to support the Commission's work.
- Facilitate Commission outreach efforts in coordination with Commissioners and other staff.
- Coordinate communication with the public in addition to constituency groups.
- Review Commission work product and reports before public submission.
- Represents the Commission before various groups including state administrators, governmental agencies, Secretary of State and legislative staff.
- Oversee, direct, plan and organize all Commission staff.
- Identify and analyze complex problems and recommend solutions or effective courses of actions to the Commission.

Knowledge, Skills and Abilities:

The Executive Director must demonstrate capacity for high-level administrative and policy leadership and tasks. This skillset may include:

- Knowledge and experience with Michigan state government administration. This includes familiarity and knowledge of practices, procedures and organizations within the legislative and executive branches of government.
- Demonstrated leadership and capacity for public administration, organization and management including techniques and strategies for motivating and managing groups, facilitating public participation, developing inclusive and effective programs and procedures.
- Capacity for administrative problem solving and innovation.
- Fundamentals of accounting, budgeting, and public reporting
- Familiarity with open meetings and their unique requirements under Michigan law.

Additional information:

This position is a limited-term hire of 2 years. After the completion of the mapping process in the year 2022, the Commission will evaluate whether to renew a contract for Executive Director or if the responsibilities of the role are no longer required.

Article IV Sec. 6 (4) of the Michigan Constitution states, "The commission shall have procurement and contracting authority and may hire staff and consultants for the purposes of this section, including legal representation."



Accordingly, the Michigan Department of State will collect applications for presentation to the Michigan Independent Citizens Redistricting Commission. The Commission is fully autonomous and will review, interview, and select the Executive Director. The Department of State will not review, score, or select applicants. Employees of the Commission will serve at the pleasure of the Commission.

Finally, Article IV Sec. 6 (11) of the Constitution states, “The commission, its members, staff, attorneys, and consultants shall not discuss redistricting matters with members of the public outside of an open meeting of the commission, except that a commissioner may communicate about redistricting matters with members of the public to gain information relevant to the performance of his or her duties if such communication occurs (a) in writing or (b) at a previously publicly noticed forum or town hall open to the general public.” Individuals interested in serving as the Executive Director should be aware of compliance with this guidance.

Work Location:

Position location flexible in the immediate term due to the uncertainty presented by the COVID-19 pandemic. Frequent travel may be required.

Salary range: Approximately \$124,025 - \$164,321

Contact Information:

All inquiries should be sent to Michigan Department of State. To apply, please email your resume, cover letter, and answers to the supplemental questions below to Redistricting@Michigan.gov with the subject line “Executive Director Application.”

Supplemental Questions

1. How many years of experience do you have working in Michigan state government and/or public sector administration?
 - ☐ none
 - ☐ 1-4 years
 - ☐ 5-9 years
 - ☐ 10 or more years
2. Describe your experience working in an executive level position.
3. How many years of experience do you have managing staff?
 - ☐ none
 - ☐ 1-4 years
 - ☐ 5-9 years
 - ☐ 10 or more years
4. Describe your leadership approach and explain how you have implemented this approach in your current/previous position(s).
5. Do you have experience in accounting, developing and executing a budget, or public reporting?
6. Are you familiar with the Open Meetings Act?



Equal Opportunity Statement

The Commission will provide equal employment opportunity for all persons regardless of race, religion, color, sex, sexual orientation, height, weight, marital status, partisan considerations, national origin, age, genetic information or disability that is unrelated to the person's ability to perform the job. The Commission is committed to promoting equal employment opportunity by employing and advancing persons based on merit, ability, and potential for development.