
**STATE OF MONTANA
LEGISLATIVE POSITION DESCRIPTION**

I. POSITION IDENTIFICATION

Title: Sergeant-at-Arms
Work unit: House

Current Salary Band: 8

II. ASSIGNED DUTIES AND TASKS

Position overview:

This position is Sergeant-at-Arms for the House. The position is responsible for managing a variety of services and programs including safety, the page program, equipment and supply, and facility maintenance. The position supervises the Assistant Sergeant at Arms-Safety and Facilities and staff; the Assistant Sergeant-at-Arms-Pages and pages; Legislative Security Officer (if any); and a supply clerk.

A. Administrative services

Manage administrative services for the House including equipment, supplies, budget, administrative policies and procedures, and session preparation activities.

1. Assess House functions relating to equipment and supply, security, and administrative support to determine more efficient ways to provide service, ensure compliance with applicable laws and regulations, and identify new areas the Sergeant-at-Arms office can serve or areas that cannot be served due to funding limitations. Formulate recommendations for proposed program changes and present recommendations to Chief Clerk.
2. Administer supply and equipment ordering and inventory monitoring to ensure adequate resources are available to support House business. The position is responsible for ensuring adequate supplies and equipment both for the current and following sessions. This includes ordering general office supplies, badges for staff, and the placement of water coolers, telephones, copy machines, etc. Coordinate the ordering and printing of forms and other publications with Legislative Services and Publications and Graphics. Conduct pre and post-session inventories to track the location of equipment. Dispose of excess equipment through Legislative Services Facilities Coordinator.
3. Works with Legislative Services to draft Requests for Proposals to obtain bids from private sector vendors, develop selection procedures and scoring criteria, coordinate purchasing with the Legislative Services Division, and facilitate selection efforts to contract with vendors for goods and services including equipment, maintenance contracts, and phones. Monitor contract compliance, set objectives and guidelines, and supervise contractors.

4. Direct the original set-up and implementation of the House, its committee rooms, and offices. Coordinate the assignment of offices, telephones and telephone numbers, voice mail, committee rooms and schedules, name plates, etc. to provide adequate support for House and committee activities.
5. Notify the Chief Clerk of potential fiscal, programmatic, or policy problem areas and recommend alternative solutions within the guidelines of legislative intent.

B. Public relations

Provide public relations and information dissemination services regarding House operations and the services and policies of the Sergeant-at-Arm's and Chief Clerk's Offices.

1. Serve as primary contact for all complaints regarding House administrative and safety issues (e.g., conflicts with employees, disagreement with established safety policies and procedures, lack of necessary support for House business, etc.). This involves gathering information to determine the nature of the complaint or concern, investigating and resolving problems, and following-up with concerned individuals to assure them that the problems were resolved.
2. Serve as liaison to other agencies, and provide public information services to disseminate information regarding legislative activities and the services and functions of the Sergeant-at-Arms office. This involves representing the agency at meetings and conferences; developing responses to inquiries or statements; maintaining contacts and coordinating public information activities; and conducting research.

C. Safety and facility management

Administer safety and facility management services to ensure the safety of legislators, staff and the public.

1. Serve as liaison between safety and facilities staff and Representatives, the public, legislative staff, and external agencies (e.g., law enforcement agencies). This involves identifying needs and priorities, ensuring compliance with legal and insurance requirements, and communicating policies, directives, and priorities to subordinate staff.
2. Provide analysis and assessment of facility maintenance, and safety measures to limit the House's exposure to legal liability. This involves coordinating with Department of Administration risk management, Department of Administration Contract Security staff, and local law enforcement agencies to ensure legal requirements are met.
3. Follow and assist in the maintenance of the Capitol Emergency Action Plan, which includes evacuation, bomb, natural disaster and other response plans.

Ensure all staff carry out plans in the event of these incidents to ensure safety and appropriate responses.

4. Monitor all mail, packages, and other items delivered to Representatives. Notify assigned Helena Police Department Officer of all letters of a threatening nature and support investigations by providing background information, as needed. Ensure the appropriate response to suspicious packages or other unattended items observed in the Capitol by identifying the item, following established procedures, and coordinating investigation and removal of potential threats with law enforcement.
5. Notify health care professionals of medical emergencies and respond with the Capitol Building Emergency Action Team to provide first aid or CPR to the level of their certification.
6. Monitor and control access to all areas of the House by assigning and tracking keys, coordinating the changing of locks, and implementing other security measures as necessary.
7. Coordinate and direct facility maintenance activities. This involves identifying the need for maintenance and repair, coordinating with Legislative Facilities Coordinator to direct Department of Administration or outside vendors to arrange maintenance services, and ensuring that safe facility conditions are maintained at all times.
8. Direct parking space assignments, the removal of unauthorized vehicles, and moving of vehicles for Representatives by receiving requests and complaints and making assignments to subordinate staff.

D. Page program and bills distribution administration

Administer the page program to ensure adequate support for legislative activities.

1. Provide technical assistance and oversight for the establishment and implementation of policies and procedures for page assignments. This involves serving as liaison between staff and Representatives to identify needs, reviewing policies and procedures proposed by the subordinate supervisor, and ensuring adequate resources for staff.
2. Coordinate all pre-session page selection and scheduling activities until the Assistant Sergeant-at-Arms- Pages is hired. This involves contact with House leadership, individual Representatives, committee secretaries, legislative staff and others; identifying priorities; and prioritizing competing requests based on knowledge of the legislative process. Coordinate page nomination, selection, and assignments with Representatives and the Chief Clerk.

3. Coordinate requests for additional staffing, provide backup to subordinate supervisors, and ensure compliance of all subordinate activities through periodic contact with staff and customers.

E. Supervision & personnel management

Manage the personnel of the Sergeant-at-Arms office including the Assistant Sergeant-at-Arms Safety and Facilities and the safety and facilities staff; the Assistant Sergeant-at-Arms-Pages and page staff; the Legislative Security Officer (if any), and Supply Clerk.

1. Manage staff by reviewing and revising overall work plans, priorities, and procedures, and monitor progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of House goals. Develop and recommend overall responsibilities, organizational structures, and allocation of positions supervised.
2. Evaluate the performance of all positions directly supervised and track performance information for future hiring decisions. Implement and monitor corrective actions including discipline and recommendations to the Chief Clerk for termination.
3. Determine training needs of subordinate staff and determine methods to meet training needs. Identify staffing needs, and recommend and justify requests for additional personnel.
4. Recruit and recommend hiring of personnel for the Sergeant-at-Arms Office. This involves approving recruiting requests; preparing advertisements, announcements, and related information; contacting previous session employees; and serving as a member of the hiring team.
5. Assure that records, files, manuals, and related information are legally stored and maintained. Review and approve subordinate staff's timesheets, schedule requests, and overtime. Track time and activities on projects and overtime.
6. Serve as agency contact and coordinator for personnel related activities and programs such as safety.

E. Other duties as assigned

Perform a variety of other professional duties in support of the House as assigned. This includes attending conferences and meetings, and directing special projects and events.

III. REPORTING REQUIREMENTS

This position receives general direction from the Chief Clerk, and is expected to administer the functions of the Sergeant-at-Arm's office independently.

IV. PERSONNEL MANAGEMENT

The position supervises the Assistant Sergeant-at-Arms, -Safety and Facility and the Safety and Facilities staff; the Assistant Sergeant-at-Arms-Pages and pages; and a supply clerk. The position is responsible for supervision of approximately 7 individuals.

V. WORK RELATIONSHIPS/PERSONAL CONTACTS

This position involves contacts with Representatives, Senate and House leadership and staff, the Legislative Services Division, other state and local agencies including law enforcement, the public, the media, special interest groups, and others. These contacts involve developing program and service implementation strategies, developing policies and work plans, resolving problems and responding to controversial issues and hostile individuals, justifying and defending policies and proposals, and ensuring adequate customer service is provided by all subordinate staff.

VI. WORKING CONDITIONS

Predominant work is performed in a normal office environment. The position involves physical demands associated with walking throughout the Capitol, light lifting and carrying, communicating effectively verbally and in writing, and using a phone and computer terminal. Backup duties and public relations responsibilities may involve contacts with potentially hostile individuals. The position works long hours during the session, involving overtime, and does perform work during the interim. This position does not allow possession of a firearm or concealed weapon, regardless of whether the person has a concealed weapons permit.

VII. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business and public administration including program management, budgeting and accounting, purchasing and inventory, and planning.
- Knowledge of Montana Legislative Branch and State personnel procedures and policies, organizational theory, employment law, program requirements, and personnel management practices and techniques.
- Extensive knowledge of the legislative process including the committee system, leadership positions, and the organization and function of the various units of the legislative branch.
- Knowledge of effective communication methods and techniques. Knowledge of proofreading, editing, writing, business English, spelling, and grammar.
- Knowledge and skill in the operation of personal computers including word processing and Internet software applications.
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- Knowledge of CPR, First Aid, and disaster and emergency response protocols.
- Extensive skill and ability in negotiation and persuasion.
- Ability to react quickly and appropriately and remain calm during potentially dangerous situations.
- Ability to perform multiple tasks concurrently, identify and establish priorities effectively, work independently, and use time honestly and wisely.
- Ability to commit to a rigorous schedule; work well with people under stressful and demanding conditions; develop and maintain effective working relationships with a variety of individuals; follow procedures expected of all secretaries and staff; and serve the Speaker and House in a professional manner.
- Proven proficiency in accomplishing a great deal of work in limited time.

VIII. QUALIFICATION REQUIREMENTS

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to completion of a bachelor's degree in business administration, public administration, political science or a related field and four years progressively responsible related experience including supervisory, legislative, computer, safety, and program management experience.

IX. APPROVAL AND DATE

Immediate Supervisor:

Signature: _____ Date: _____

Name: _____ Title: _____

Administrative Approval:

Signature: _____ Date: _____

Name: _____ Title: _____