

SA. Rick A. Warren
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OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR



STATE CAPITOL
MONTGOMERY, AL 36130

STATE of ALABAMA

Governor's Office Job Description

Department: Policy & Communications

Job Title: Senior Political Advisor

Immediate Supervisor: Governor

Brief Description of Position

The Senior Political Advisor is appointed by and serves at the pleasure of the Governor. This person should have excellent written and verbal communication skills, exceptional time management skills with the ability to effectively multi-task, and must be able to coordinate and communicate with various local, state, and/or federal officials, as well as fellow staff members and the Governor. As an appointee of the Governor one should always represent the Governor's Office with honor and integrity while at work or away from work.

It is the mission of the Senior Political Advisor to advise the Governor on a wide range of issues. He or she must provide the Governor with the most effective options for decision-making in order to continue the implementation of strong, sound policy that better the lives of those working and visiting the State of Alabama.

The role of Senior Political Advisor may include the following:

1. Acting as a liaison with the Republican Party and the Governor's Office.
2. Assisting and interacting with the Director of Federal Relations on national political issues, including NGA & RGA political matters. This may also include attending NGA & RGA meetings.
3. Spokesperson for Governor as he serves as Chairman or Committee Member of national organizations.
4. Assist and interact with Policy Advisors on new ideas and projects, i.e. Healthcare
5. Outline and moderate new projects as directed by the Governor
6. Assisting and interacting with the Communications & Press Office on political issues
7. Writing major speeches, including the State of the State and the Inaugural Address.
8. Advising the Governor on political ramifications of Legislative issues during Legislative Sessions.
9. Spokesperson on political issues at staff meetings.
10. Traveling to counties/towns for ideas fresh ideas to include in communication pieces and speeches.
11. Acting as a liaison with various political groups, such as the Tea Party, NAACP, and other relevant organizations.
12. Assisting and interacting with the Chief of Staff and Deputy Chiefs of Staff on political issues.
13. Assisting and interacting with the Legal Office on political issues.
14. Serve as the Governor's Political Advisor with the Governor's Cabinet on controversial issues. (i.e. Eufaula Road issue)

**COMMITTEE
EXHIBIT**

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