

State Scheduler
U.S. Senator Tammy Baldwin

Job Announcement
January 2019

U.S. Senator Tammy Baldwin is seeking a State Scheduler to plan and create her official Wisconsin schedule, and make recommendations to her and her scheduling team on strategic proactive and reactive events.

Qualified candidates will possess excellent organizational skills, strong attention to detail, and exceptional communication skills. Desired qualities include the ability to exercise discretion, confidentiality and independent judgement, and the temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner. Thorough knowledge of Wisconsin statewide constituencies, organizations and events is required.

Interested applicants should send a resume, cover letter, references and salary requirements to BaldwinStateScheduler@gmail.com or 30 W. Mifflin St., Suite 700, Madison, WI 53703.

Veterans, women and minorities are encouraged to apply.

The Office is an equal opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

State Scheduler

U.S. Senator Tammy Baldwin

Position Description

SUMMARY:

The State Scheduler plans and creates the Senator's official Wisconsin schedule. This position collects, tracks and responds to all scheduling requests, and proactively seeks out important events from key constituencies. This position also oversees the preparation and distribution of event briefing materials.

ESSENTIAL JOB FUNCTIONS:

- Prepares detailed daily and weekly itineraries for the Senator's Wisconsin events and meetings, including the calculation of travel and down time, event locations, etc.;
- Makes Wisconsin travel arrangements for the Senator;
- Performs intake of all Wisconsin scheduling requests by entering and tracking them in the office's Intranet Quorum (IQ) database;
- Gathers all details necessary to evaluate scheduling requests and opportunities;
- Makes recommendations on redirecting scheduling requests to outreach staff for attendance, to communications staff for video production or to the certificate/Nice Note process, and coordinates the office's response;
- Responds to all Wisconsin invitations through written correspondence or by personal telephone call;
- Tracks proactive event suggestions from internal and external audiences and works with State Director, Director of Outreach, Communications Director and Legislative Director to develop long-term scheduling plans;
- Reaches out proactively to key Wisconsin constituencies to identify important events the Senator or staff should attend, and maintains a calendar of key Wisconsin events.
- Oversees production of the Senator's Wisconsin event briefing materials in coordination with the Director of Outreach, State Director, and appropriate legislative and communications staff;
- Collects, organizes, assembles and distributes the Senator's nightly briefing materials when she is in Wisconsin;
- Schedules, determines agenda and distributes summary notes from weekly scheduling team calls and state event conference calls;

- Closes out events in IQ, by assigning appropriate codes, and attaching pre- and post-event memos and attendees to the event record.
- Performs vetting of individuals and businesses associated with the Senator's Wisconsin events;
- Assures that the Senator is adequately staffed and that staff have all appropriate schedule and background materials;
- Notifies county or local law enforcement authorities of the Senator's scheduled presence in their area;
- Compiles and produces annual State Event Report;
- Performs other duties as assigned by the State Director;
- Works a flexible schedule, including some evening and weekend hours.

EDUCATION/EXPERIENCE:

Completion of a four-year college degree and prior scheduling or administrative experience is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Attention to detail and excellent organizational skills;
- Strong writing and proof reading skills;
- Strong telephone and verbal communication skills;
- Ability to exercise discretion, confidentiality and independent judgement;
- Knowledge of office computer applications and proficiency in word and database processing;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work well under pressure and handle stress in a fast-paced environment;
- Working knowledge of legislative process and of Senate organization and procedures

SALARY:

Commensurate with experience.