



Senior Staff Director

The Challenge: The Washington State Senate has a tremendous opportunity for an experienced leader with strong organizational and performance management experience along with a solid background using proven lean management practices and methodologies to work in a dynamic leadership position. This person will have a reputation for innovation, leading through challenging situations, energizing change, and sustaining improvements. We are in search of a self-directed, influential leader with a demonstrated ability to create a collective vision, motivate staff toward that vision, and foster a performance-based culture driven by teamwork, results, and high ethical standards.

Our Purpose: Senate Committee Services (SCS) is a nonpartisan workgroup which assists Senators in developing and evaluating policy alternatives to achieve their policy objectives. We achieve this by ensuring that committee meetings and other legislative processes operate efficiently and effectively, and are accessible to the citizens we serve. We provide research, analysis, options, and recommendations that are relevant, accurate, objective, creative, and timely; and we develop clear, understandable legislation that accomplishes intended objectives.

Position Overview: The incumbent is charged with management of the SCS staff. This role has Senate-wide responsibility, and is intended to provide the highest level of professional expertise in planning and management of legislative programs and policy issues. The Director reports to the Senate Employment Committee, Senate Facilities and Operations Committee and the Secretary of the Senate.

Principle Roles and Responsibilities:

The role of the Director is to provide direction, planning, and management in conducting research and policy analysis and public hearings by the standing and select committees of the Washington State Senate.

- Recruits and screens candidates for SCS full time nonpartisan staff positions for presentation to the Senate Employment Committee;
- Coordinates committee scheduling and the use of committee hearing rooms in the John A. Cherberg Building;
- Oversees and directs staff activities for Senate committees;
- Works with Employment Committee on assignment of temporary employees to SCS during legislative sessions;
- Supervises summer intern programs;
- Oversees evaluation of SCS staff for maintenance of quality standards and assurance that assignment objectives are accomplished;
- Oversees training, travel and leave for Senate committee staff; Maintains liaison with Senators, key legislative staff, and executive agency personnel to identify and advise on policy issues and needs of Senate Committees;

- Reports regularly to Senate Employment Committee on SCS staff productivity and performance;
- Works with OPR Director on joint Senate-House committees and activities.

Other Key Responsibilities:

- Developing, analyzing, and evaluating policy;
- Planning, organizing, and directing large staff;
- Communicating effectively, both orally and in writing;
- Developing and maintaining cordial, effective working relationships with co-workers, legislators, executive agency personnel, interest group representatives and the public.

Desired Qualifications:

Knowledge of:

- Legislative, executive, administrative, budget, and judicial processes;
- Methods and techniques of research and policy analysis;
- Personnel recruitment, management and professional development;
- Laws, operations, and functions of major program areas;
- Rules of the Washington State Senate and guidelines and procedures for all committees;
- Committee and leadership functions in the Washington State Legislature.

Education: This position requires an advanced degree, a law degree is preferred. A bachelor's degree with a major study in political science, public policy, public administration or closely related field is also required.

Experience: Three years of experience at the senior staff level with the Washington State Senate, including two legislative sessions.

-OR-

One year of experience at the senior staff level with the Washington State Legislature, two legislative sessions, AND five years of progressively responsible experience in organizing and managing professional staff in research and policy analysis or a related field.

-OR-

Six years of progressively responsible experience in organizing and managing professional staff in research and policy analysis in a job-related specialty or on the staff of another legislative body.

-OR-

Acceptable education, experience, and knowledge as determined by the Senate Facilities and Operations Committee/Employment Committee.

Salary:

Commensurate with qualifications. This is a full-time position with additional employee benefits and is exempt from state civil service laws.

Application Procedure:

Please submit the following information:

- Letter of interest, *specifically addressing the desired knowledge, skills, and abilities*;
- A resume listing education, names of current and past employers, dates of employment, job titles, and nature/purpose of jobs held;
- A list of at least five references with three of the five who are/were direct supervisors;

Please send your application (electronic submittal is preferred) and direct questions to:

Office of the Secretary of the Senate
Washington State Senate
PO Box 40482
Olympia, WA 98504-0482

Phone: (360) 786-7550
Email: Secretary.Senate@leg.wa.gov

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the Washington Relay Service.