



Senate Committee Services Senior Staff Director *Recruitment Announcement*

ABOUT SENATE COMMITTEE SERVICES

Senate Committee Services (SCS) is a nonpartisan workgroup assisting Senators in developing and evaluating policy alternatives to achieve policy objectives. This is accomplished by ensuring that committee meetings and other legislative processes operate efficiently and effectively, and are accessible to the public. SCS provides research, analysis, options, and recommendations that are relevant, accurate, objective, creative, and timely; and develops clear, understandable legislation that accomplishes intended objectives.

LIVE AND WORK IN A GREAT STATE

Washington State offers a total work/life package of pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life. Washington State is a great place to work, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature.

The position is located in Olympia, the capital city of Washington State. Olympia is a vibrant city with a small-town feel conveniently situated between Seattle and Portland, Oregon. Mount Rainier and the rugged Cascade Mountains provide majestic scenery to the east while Washington's Pacific Coast is just an hour's drive to the west. Olympia enjoys the benefits of an engaged and educated community and a well-supported school system, augmented by two universities and a community college.



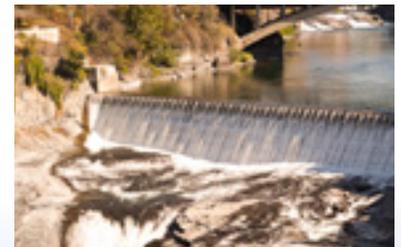


ABOUT THE POSITION

The Senate Committee Services Senior Staff Director has responsibility for a nonpartisan professional staff of approximately 55, consisting of committee coordinators, legal counsel, analysts and committee assistants. This position has Senate-wide responsibility, and provides the highest level of professional expertise in planning and management of legislative programs and policy issues. The Senior Director reports to the Senate Employment Committee, Senate Facilities and Operations Committee and the Secretary of the Senate.

OTHER KEY RESPONSIBILITIES INCLUDE:

- Oversees and directs staff activities for Senate committees;
- Recruits and screens candidates for SCS full time nonpartisan staff positions;
- Oversees evaluation of SCS staff for maintenance of quality standards and assurance that assignment objectives are accomplished;
- Reports regularly to the Secretary of the Senate on SCS staff productivity and performance;
- 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;
- Assigns temporary employees to SCS during legislative sessions;
- Coordinates committee scheduling and the use of committee hearing rooms in the John A. Cherberg Building;
- Works with OPR Director on joint Senate-House committees and activities;
- Supervises summer intern programs.





THE IDEAL CANDIDATE

The SCS Senior Staff Director must have demonstrated leadership skills and set a high standard by engaging people at all levels. For this important role the Senate seeks a credible and unifying leader who is deeply committed to the legislative process and is a strategic thinker who pays attention to details. Proven leadership experience and political acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

COMPENSATION

The salary range for this position is competitive.

DESIRABLE QUALIFICATIONS

A Master's degree from an accredited institution of higher education with at least seven years of increasingly responsible experience in a senior leadership role within a complex government agency, for-profit corporation, or a not-for-profit that involves leading a diverse staff. A law degree is a plus. The preferred candidate will have a high level of integrity, ethics and transparency.

APPLICATION PROCESS

Persons interested in this position must submit a cover letter, salary history and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. In order to be considered for the first round of interviews please submit your application materials by May 22, 2014 to marissa@karrasconsulting.net.

The Senate is an equal opportunity employer and is committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.