



# WASHINGTON STATE SENATE COMMITTEE SERVICES

## POSITION ANNOUNCEMENT

*Staff Coordinator Position for the  
Senate Trade & Economic Development Committee*

The Washington State Senate office of Senate Committee Services (SCS) is currently recruiting for a position as Staff Coordinator for the Trade & Economic Development Committee. Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. This is a full-time, non-partisan position, exempt from civil service.

For more information on Senate Committee Services please visit our website at:  
<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

### **DUTIES AND RESPONSIBILITIES**

The position is one of the fourteen committee coordinator positions within SCS. The Coordinator:

- Functions as the lead staff person for the committee Chair and Ranking Minority member in facilitating the committee process;
- Works with the Chair in developing committee schedules, formulating agendas, tracking legislation, and developing and implementing interim work plans and studies; and
- Works under the direction of the Staff Director to supervise the staff of the committee.

The Coordinator also functions as a lead committee analyst or attorney, with issue and bill assignments commensurate with non-supervisory analysts and attorneys. The Coordinator often has lead analytical responsibility for the most complex measures before the Committee. As such, the Coordinator:

- Provides analysis and advice to Senators on issues before the Legislature;
- Drafts legislation and follows it through the legislative process;
- Testifies on legislation and other policy matters before the Committee;
- Monitors and evaluates implementation efforts by state agencies;
- Responds to a myriad of inquiries on trade and economic development issues; and
- Interacts extensively with interest groups.

### **DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

Candidates must have a working knowledge of the legislative process derived from experience in a non-partisan legislative or other public policy making setting. Substantive knowledge of trade and economic development issues is required.

Candidates must be creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills. Demonstrated research, analytical, and organizational skills are required, along with proficiency in multiple computer software applications, including word-processing software, presentation applications, and on-line research. Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, high-pressure legislative environment offers.

Candidates must have a law-degree or advanced degree in economics, public administration, or other field closely related to trade and economic development issues.

**SALARY:**

Salaries are competitive and will depend on experience and education.

**APPLICATION PROCEDURES:**

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications for the position; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers to:

Richard Rodger, Director  
Senate Committee Services  
PO Box 40466  
Olympia, Washington 98504-0466

*Electronic applications may be sent to: Cheri Randich at [Cheri.Randich@leg.wa.gov](mailto:Cheri.Randich@leg.wa.gov)  
Phone contact: Cheri Randich at (360) 786-7772.*

The application period will remain open until June 28, 2013. The applications will be reviewed as received. It is in the candidate's best interest to apply immediately.

*Washington State Senate is an Equal Opportunity Employer*