



WASHINGTON STATE SENATE

EXEMPT RECRUITMENT ANNOUNCEMENT

OPERATING BUDGET COORDINATOR - NONPARTISAN

Senate Ways & Means Committee

Senate Committee Services (SCS) is seeking candidates for the Operating Budget Coordinator position with the Senate Ways and Means Committee. The position serves in the lead nonpartisan staff role to assist Senators in all aspects of Operating Budget development, coordinates the work of SCS fiscal analysts in conducting their Operating Budget related-work, and serves as a member of the Ways and Means and SCS management teams. This is a full-time, nonpartisan position, exempt from civil service. For more information on SCS, please visit our website at:

<http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

DUTIES

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Serving in the lead SCS staff role to assist Senators in all aspects of Operating Budget development.
- Assisting the Senior Staff Coordinator for Ways and Means and SCS Staff Director in administrative and management functions.
- Supporting and managing SCS fiscal analysts in all aspects of their work relating to the Operating Budget, including:
 - Developing and evaluating policy alternatives to assist Senators in meeting their goals.
 - Presenting legislation, budget, briefing materials, and other budgetary matters to the Committee.
 - Monitoring and evaluating budget implementation of individual agencies.
 - Responding to inquiries on pertinent budget and fiscal issues.
 - Developing appropriate professional relationships with state agency staff and interest groups.

QUALIFICATIONS

Desirable qualifications include:

- Expertise and significant experience in the legislative process, specifically with budget development.
- Proven ability to perform and support other staff in performing high-quality, objective fiscal research and analysis.
- Excellent analytical, writing, problem solving, and oral communication skills.
- A creative, flexible, and service-oriented approach to work.
- Willingness to work the long, irregular hours that are common during a legislative session.
- Capability to handle the complex, difficult situations that are common in the fast-paced, results-oriented, high-pressure legislature environment.

- Proficiency in multiple computer applications, including applications involving spreadsheets and databases, word processing software, presentation applications, and online research.

EDUCATION

A Master's degree in business or public administration, statistics, economics, information technology, or other relevant field of study is desirable. A Bachelor's degree is required.

SALARY AND BENEFITS

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

APPLICATION PROCEDURE

Complete the application form accessed on the [Senate Committee Services Employment and Intern Opportunities](#) webpage. In addition to the required contact information, please submit: (1) a brief letter of interest describing your specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three professional references, including one supervisor, with name, current telephone numbers, and email addresses.

Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately. Applicants are encouraged to submit materials by 5:00 p.m. on November 3.

Phone contact: Susan Howson at (360) 786-7401.