



JOB ANNOUNCEMENT

WASHINGTON STATE SENATE COMMITTEE SERVICES

Staff Coordinator for the Government Operations & Security Committee

Senate Committee Services (SCS) is seeking candidates for the position of Staff Coordinator for the Government Operations & Security Committee. This is a full-time, nonpartisan position, exempt from civil service.

The Senate Government Operations & Security Committee considers issues relating to the processes of state and local government, including procurement standards, emergency management, and the operation and financing of counties, cities, and some special purpose districts. The Committee also considers issues relating to veterans, elections, campaign finance, public disclosure, and ethics in government.

For more information on SCS, please visit our website at:

<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

DUTIES

SCS provides a full range of nonpartisan staff services to the members and committees of the Senate in Olympia, Washington. This includes research, drafting, and administrative support services.

The Staff Coordinator position is one of fifteen committee coordinator positions within SCS. The Staff Coordinator:

- Functions as the lead staff person for the committee Chair and Ranking Minority member in facilitating the committee process and coordinating the work of committee staff.
- Assists members in developing committee schedules, formulating agendas, tracking legislation, and coordinating the development of interim work plans and studies.
- Assigns, coordinates, and supervises the progress and performance of committee analysts/attorneys with varying levels of experience on core legislative work products and services.

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

- Performs thorough and objective legal and/or policy research and analysis on public policy issues.
- Develops and evaluates options to assist Senators in meeting their policy goals.
- Drafts bills, amendments, and other legislative documents.
- Presents oral and written staff reports on legislation and other policy matters before the committee.
- Monitors implementation efforts by state agencies.
- Responds to inquiries on a wide variety of policy issues related to committee assignment areas.
- Develops appropriate professional relationships with state agency staff and interest groups.

EDUCATION

Either a master's degree in public administration, public policy, or a related field or a law degree is desirable.

QUALIFICATIONS

Desirable qualifications include:

- Working knowledge of the legislative process derived from experience in a nonpartisan legislative or other public policy making setting.
- Knowledge of policy and/or legal issues within the committee's jurisdiction.
- Knowledge of the principles of organization and personnel management.
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.
- A creative, flexible, service-oriented approach to work.
- Excellent analytical, writing, problem solving, and oral communication skills.
- Willingness to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, high-pressure legislative environment offers.

SALARY & 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 PROCESS:

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 to Susan Howson, Director, describing specific qualifications; (2) a current resume detailing experience and education; (3) at least three professional references with current telephone numbers; and (4) a writing sample demonstrating the applicant's policy and/or legal research and analysis skills.

Applicants are encouraged to submit materials as soon as possible as screening will begin immediately. Applications should be submitted no later than Friday, October 14, 2016.

Phone contact: Ariel Kennedy at (360) 786-7432.