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## NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Fiscal Services Division Director. Applicants should send a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. Applications will be accepted through October 10, 2022, but priority consideration will be given to applications received by October 3, 2022.

### FISCAL SERVICES DIVISION DIRECTOR

The nonpartisan position leading the Legislative Services Agency's Fiscal Services Division involves supervision of fiscal analysis of legislation, state expenditures, revenue, and budget. The position requires excellent analytical and communication skills, the ability to multi-task, strong leadership abilities and interpersonal skills, and content editorial skills.

The position requires the following:

- Knowledge of budget management and organizational analysis; organization, operation, and funding of state government; and major functions of the Legislative Services Agency.
- Highly developed technical, organizational, interpersonal, and communication skills.
- Ability to delegate to, train, mentor, motivate, and work with others.
- Ability to establish and maintain effective working relationships with staff, legislators, and legislative stakeholders outside the legislative branch.
- Ability to make oral and written reports and presentations clearly and concisely.
- Ability to plan and organize and to set standards and expectations for the activities of the Division.

Annual biweekly salary range is \$3,987 to \$5,679 depending on experience. Partisan political activity and legislative issue advocacy are prohibited. Overtime is required with partial compensatory time provided.

## **Fiscal Services Division Director. Salary Rate - Grade 43**

This is a supervisory position.

### **Qualifications, Skills, and Ability:**

- Graduate of a college or university with a bachelor of arts or science degree in business administration, political science, economics, public administration, or a related field. Master's degree is preferred. Education or experience in fiscal and policy analysis and knowledge of state government and the legislative process are also preferred.
- Must qualify as a Senior Legislative Fiscal Analyst or have previously demonstrated similar abilities. Extensive comparable experience may be substituted.
- Must possess ability to review reports, Fiscal Notes, Issue Reviews, and other documents prepared by the Division employees, and set standards and expectations for and allocate fiscal services drafting and staffing workload.
- Be knowledgeable about budget management and organizational analysis.
- Be knowledgeable about the organization, operation, and funding of state government.
- Be knowledgeable about all major functions of the LSA and LSA work products.
- Possess flexibility and willingness to learn and adapt to new processes.
- Have highly developed technical, organizational, interpersonal, and communication skills.
- Ability to delegate to, train, mentor, motivate, and work with others.
- Ability to establish and maintain effective working relationships with legislators, government officials, special interest groups, and the mass media.
- Ability to meet deadlines and to perform multiple tasks during the same period of time.
- Ability to make oral and written reports and presentations clearly and concisely.
- Ability to identify staff training needs and recommend to the Agency Director alternatives to accomplish the training.
- Ability to plan and organize and to set standards and expectations for the activities of the Division.

### **Duties: Same as the Division Administrator, but in addition:**

- Plan and coordinate activities of the Fiscal Services Division in consultation with the Agency Director.
- Facilitate and oversee accurate and timely fiscal analysis of legislation, state expenditures, revenue, and budget and provide this analysis to legislators and their staff.
- Review and provide content editing of Fiscal Notes before signing.
- Supervise, evaluate, and allocate the workload of all staff of the division.
- Develop and set internal agency policies as approved by the Agency Director.
- Prepare internal agency budget estimates and authorize purchase requests with approval of the Agency Director.
- Prepare reports for the Legislative Council and related Council committees, as assigned by the Agency Director.

- Act as the LSA designee to the Revenue Estimating Conference as assigned by the Agency Director.
- Edit or review written documents as needed.
- Act as liaison to all divisions within the LSA and to others outside the LSA.
- Work closely with the Agency Director, other Division Directors, and Division Administrators to maintain and develop office policies and procedures.
- Hire, train, and mentor new employees.
- Evaluate staff and develop a process for and monitor remediation of staff when needed.
- Make presentations on state revenue, budget, and other fiscal matters to various parties including legislators, staff, state agencies, professional organizations, special interest groups, classes, etc.
- Perform the functions of the Agency Director in the Agency Director's absence.
- Meet with members of the Legislature and legislative leadership.
- Overtime is required with partial compensatory time provided.