



August 27, 2018

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Division Administrator. Applicants should submit a notice of interest to the Fiscal Services Division Director of the Legislative Services Agency.

The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by September 7, 2018.

**Legislative Services Agency
Fiscal Services Division**

Job Description

Division Administrator. Salary Rate - Grade 41

This is a supervisory position.

Qualifications, Skills, and Ability:

- Must qualify as a Senior Fiscal Legislative Analyst, with a minimum of six years' experience as a Legislative Fiscal Analyst. Extensive comparable experience may be substituted.
- Must possess ability to oversee the Fiscal Services Division staffing of legislative committees during both the legislative session and the interim and to review reports, Fiscal Notes, Issue Reviews, and other documents prepared by the Division employees.
- Extensive knowledge of budget management and organizational analysis.
- Extensive knowledge of the organization, operation, and funding of state government.
- Extensive knowledge of division work procedures and products.

- Thorough knowledge of the principles and practices of administration and supervision.
- Excellent technical, organizational, interpersonal, and communication skills.
- Have the ability to plan and organize and to set standards and expectations for the committee staffing and research activities of the Division.
- Be able to delegate to, train, mentor, motivate, and work with others.
- Ability to identify staff training needs and make recommendations to the Division Director and/or Agency Director.

Duties:

- Perform all duties under the direction of the Fiscal Services Division Director.
- Provide direct supervision to new staff and general and limited supervision to senior staff as appropriate.
- Assign staff workload in consultation with the Division Director.
- Evaluate staff and develop a process for and monitor remediation of staff when needed.
- Edit or review written documents as needed.
- Coordinate hiring and training of new employees.
- Act as division representative in absence of the Division Director, or as designated by the Division Director.
- Perform functions of an Editor/Supervisor as needed.
- Overtime is required with partial compensatory time provided.