

3309 Capitol Boulevard
P.O. Box 40934
Olympia, WA 98504-0934



(360) 786-6111
<http://fiscal.wa.gov>
<http://leap.leg.wa.gov>

Tom Jensen, Administrator

Legislative Evaluation & Accountability Program Committee

REPRESENTATIVES ♦ Timm Ormsby ♦ Marcus Riccelli, Chair ♦ Joe Schmick ♦ Drew Stokesbary
SENATORS ♦ Maralyn Chase ♦ Joe Fain ♦ Mark Mullet ♦ Curtis King, Vice Chair

Exempt Recruitment Announcement: Administrator **The application deadline has been extended until December 15, 2017.**

Prior applicants need not reapply -- your application is already being considered. New applications will be considered as they are received.

The Legislative Evaluation and Accountability Program (LEAP) Committee, a legislative branch agency reporting to a bicameral oversight committee, is seeking an experienced **Director** who understands customer service delivery, legislative and governmental processes, budget development, data analysis, information technology and support to the Legislature. LEAP works closely with staff from the legislative fiscal committees, other legislative agencies, and the Office of Financial Management to ensure the Legislature has the most accurate, complete and comprehensive information possible in order to make strategic decisions about the fiscal course of state government. This position is exempt from civil service, serves at the pleasure of the LEAP Committee, and is located in Olympia, Washington.

About the Agency

The LEAP Committee was created in 1977 to provide the Legislature an independent source of information and technology for developing budgets, communicating budget decisions and tracking budget and revenue activity.

Toward that end, LEAP staff create and maintain systems and models for use by budget writing staff; provide access to state fiscal information; administer data to support budget development and oversight; assist fiscal staff in creating publications, provide training for legislative staff and respond to requests for information.

The budget-writing committees use LEAP applications to support their analysis of budget requests. LEAP systems are used to record and communicate the underlying assumptions that make up proposed funding levels for each agency of state government. LEAP systems are also used by the legislature to compare different versions of the budget and facilitate negotiation of a final budget. The agency provides 24 hour, 7 day a week on-call support to budget-writing committees during legislative sessions.

LEAP is a bipartisan committee comprised of four members of the Senate and four members of the House with a staff of 10 and a budget of \$4.8 million for the 2017-19 biennium. For more information regarding LEAP, please visit: <http://leap.leg.wa.gov>.

About the Administrator

The Administrator serves as the director for the LEAP Committee. As the agency's operating officer, the Administrator hires and manages staff with responsibility for ensuring that the Legislature is provided with the best possible information and technology for developing budgets, communicating budget decisions and overseeing budget execution.

The Administrator is also responsible for:

- Assuring the integrity of data provided to support budget development and oversight
- Developing, maintaining, and enhancing budget systems and models necessary for legislative budget development
- Developing, maintaining, and enhancing reporting systems for analyzing fiscal information and for communicating budget decisions
- Creating a collaborative work environment that maximizes staff capacity and promotes growth
- Representing the interests of the legislature by recommending changes to executive accounting and reporting systems to provide fiscal information required by the legislature in budget development and monitoring
- Working with the Committee Members initiating cross-agency and cross-governmental projects to promote information access, credibility and relevance

About This Recruitment

The LEAP Committee is seeking a capable director to serve as the State of Washington's next LEAP Administrator. The Committee is interested in an experienced professional with a proactive, creative, flexible, service-oriented approach in their daily work; a demonstrated ability to deal effectively with the fast-paced, high-pressure legislative environment; and a proven commitment to providing nonpartisan and confidential services to legislators, legislative staff, state agencies, and the public. This recruitment is the result of a planned retirement and will include a succession period to ensure a successful transition.

Qualifications

- Experience in successfully recruiting, coaching, and leading a highly skilled and talented professional staff
- Demonstrated leadership experience, preferably within the public sector. High level interpersonal and communication skills and demonstrated ability to successfully communicate complex policy, planning and service issues to customers and stakeholders
- Experience in planning, developing, or utilizing complex information technology systems for financial analysis, financial monitoring, or budget development is desired
- Experience working with diverse constituencies such as legislators, legislative committees and staff, state and local government agencies, public policy interest groups and citizens is desired

- A Bachelor's or Master's degree in, business administration, public administration, information technology, or other relevant field of study

Compensation

The Administrator reports to and serves at the pleasure of the LEAP Committee. Annual compensation ranges from \$125,000 to \$140,000 annually, depending on qualifications. LEAP offers a generous benefits package including medical, dental, retirement, life and disability insurance, optional deferred compensation, and paid holidays as well as vacation and sick leave.

How to Apply

Please submit the following materials by December 15, 2017:

- A letter of interest addressing the position's qualifications and your knowledge, skills, and abilities, no more than two pages in length
- A current resume detailing your experience and/or education, no more than two pages in length
- A list of at least three professional references, including one supervisor, with name, and current telephone numbers and email addresses

Send to:

Kristin Collins
Human Resources Business Partner
Legislative Support Services

E-mail: Kristin.Collins@leg.wa.gov
Phone: (360) 786-7337

All application materials should be submitted via email with attachments in .pdf format.

Questions about the position or the LEAP Committee should be directed to Tom Jensen at (360) 786-6101 or Tom.Jensen@leg.wa.gov.

The Legislative Evaluation and Accountability Program Committee is an equal opportunity employer. The agency values a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail Kristin.Collins@leg.wa.gov.