



WASHINGTON STATE
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Office of Financial Management
 Olympia, Washington

NOW HIRING

Position is open until filled; however, first review will be January 16, 2017

**Senior Budget Assistant to the Governor –
 Capital Budget**

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you previously have applied for a position and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration is \$109,200 - \$118,596 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



Please send completed application packets by mail, fax or email to:

Office of Financial Management
 Employee Services
 PO Box 43113
 Olympia, WA 98504-3113
 Fax: 360-586-0051
 Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

Overview

The Senior Budget Assistant for Capital is one of seven functional area coordinators in the Budget Division with specific responsibilities for budget and fiscal policy-related analysis and recommendations. This position supervises three professional staff who are assigned capital budget and fiscal policy responsibilities. The Senior Budget Assistant reports directly to the Assistant Director for the Budget Division.

Major responsibilities of a Senior Budget Assistant to the Governor

Advise OFM management and the Governor concerning fiscal and policy issues related to the state capital budget, including capital construction plans and priorities, state grant programs (including local infrastructure projects), and all other capital budget-related fiscal and policy issues.

Provide policy and process direction to the Budget Division work group assigned to capital budget responsibilities. The Capital Budget section has responsibility for the capital budget activities of all agencies and programs throughout state government.

Coordinate and supervise analyst activities in Governor's budget development, policy and legislative analysis, and monitoring of agencies and issues, including close coordination with operating and transportation budget and policy analysts.

Lead in representing the Governor's capital budget positions to audiences that include legislators and legislative staff, state agencies and local education institutions, media, stakeholders and the public.

Evaluate the effectiveness of budget implementation and the agency/activity contributions to statewide results. Play an active role in solving any related problems and identifying opportunities to improve outcomes.

Be an objective and trusted source of fiscal information, related policy implications, and analysis.

Consult with agencies and assist them in successfully implementing the Governor's policies.

Identify fiscal and policy improvement opportunities and help implement appropriate changes.

About Us

“Better information. Better decisions. Better government. Better Washington”

The Office of Financial Management provides the fiscal and policy leadership, direction, and information that the Governor, Legislature, and state agencies need to serve the people of Washington State. We do that by providing timely and accurate information to decision-makers and by leading and supporting statewide initiatives.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

The ideal candidate will also possess one or more of the following desired qualifications:

- A Bachelor's or advanced degree in public administration, economics, business administration, or closely allied field.
- At least two years' experience as a government fiscal or policy analyst, or a manager with fiscal and policy responsibilities.
- Supervisory experience is preferred.
- Knowledge of state capital budgeting processes including state bond modeling, capital construction and/or infrastructure planning with particular emphasis on fiscal policy and resource prioritization is strongly preferred.

Demonstrated knowledge and abilities include:

- Experience developing, reviewing, and analyzing capital budget proposals and financial plans.
- High degree of analytical skill, including the capability to engage in problem definition and development of appropriate strategies and solutions.
- Strong leadership and management skills to direct and facilitate work groups in accomplishing agency and state objectives in dynamic fiscal, policy and political environments.
- Familiarity with state debt service models and revenue forecasts.
- Sophisticated oral and written communication skills.
- Familiarity with the Washington state legislative process.
- Competency in Microsoft Word, Excel and PowerPoint, with some experience with project and database systems.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.