



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

This recruitment will be open until the position is filled

SENIOR BUDGET ASSISTANT TO THE GOVERNOR - EDUCATION

EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented agency. If you previously have applied with our agency 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.

POSITION DESCRIPTION AND DUTIES

The Office of Financial Management's (OFM) mission is to support and improve state government on behalf of all Washingtonians. Our vision is Better Information, Better Decisions, Better government, Better Washington. OFM is committed to providing leadership, direction and information our customers and staff need to progress from vision to action, and to keep the public informed through timely information and data.

OFM's Budget Division is pleased to announce an opening for the position of Senior Budget Assistant to the Governor for Education. OFM is seeking an experienced state fiscal professional to lead our education budget team, and participate with other Senior Budget Assistants and executive managers on statewide budget issues and priorities across functional budget areas (education, human services, transportation, natural resources, etc.)

The Senior Budget Assistant for Education reports directly to the Assistant Director of the Budget Division, and is one of seven functional area coordinators with specific responsibilities for budget and fiscal policy-related analysis and recommendations. This position supervises two professional staff who are assigned K-12 and Higher Education budget and fiscal policy responsibilities. Major responsibilities of the position include the following:

- Advise the Governor and OFM's management on fiscal and policy issues.
- Supervise and support education Budget Assistants in a collaborative environment, with a particular emphasis on mentoring and enhancing their skills, abilities and experiences. Coordinate and supervise their activities in the Governor's budget development, policy and legislative analysis, and monitoring of agencies and issues.
- Work with budget and policy analysts to track and make recommendations on legislation and other policy initiatives.

- Lead in representing the Governor’s education budget positions to audiences that may include legislators and legislative staff, state agencies and local education institutions, media, key education partners 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, trusted source of fiscal information, related policy implications and analysis.
- Consult with agencies and assist them in successfully implementing state budgets and the Governor’s policies.
- Identify fiscal and policy improvement opportunities and help implement appropriate changes.

QUALIFICATIONS AND CORE COMPETENCIES

Preferred/desired qualifications

- A bachelor’s (or advanced) degree in public administration, economics, business administration, education finance or policy or closely allied field.
- At least four years of experience as a government fiscal or policy analyst, or a manager with fiscal and policy responsibilities.
- Excellent supervisory experience in a professional fiscal environment is strongly preferred.
- Knowledge of K-12 and higher education issues affecting the state, with particular emphasis on fiscal policy and resource prioritization is preferred.

Demonstrated Knowledge/Skills/Abilities:

- Experience developing, reviewing and analyzing budget proposals, financial plans and fiscal models.
- High degree of analytical skills, 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 the accomplishment of agency and state objectives in dynamic fiscal, policy and political environments.
- Strong oral and written communication skills.
- Familiarity with state legislative processes.
- Understanding of education policy issues, and educator and community interests from kindergarten through post-secondary education and workforce development.
- Competency in Microsoft Word, Excel and PowerPoint.

SALARY AND BENEFITS

The salary range of consideration is \$117,828 – \$130,176 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 you provide, 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 and education.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet
www.ofm.wa.gov/jobs/datasheet.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

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.