

OVERSIGHT DIVISION DIRECTOR

In this fast paced and exciting position, you will be working with the Missouri General Assembly directing a professional staff to provide fiscal analyses and estimates of proposed legislation. During the interim, you will be challenged to direct and oversee team members performing evaluations of statewide programs and any special projects assigned by the legislature. Overtime and some travel is required. Statutory authority is provided in Chapter 23, RSMo.

Supervision

Under the general supervision of the chairman and the members of the Joint Committee on Legislative Research, the Director is responsible for the overall direction and administration of the Oversight Division.

Responsibilities

General:

- Supervise a team of approximately 12, including fiscal analysts, program evaluators, and administrative support staff;
- Supervise the preparation and implementation of the division's budget;
- Develop and maintain effective working relationships with others at various levels of state government.

Session:

- Supervise the preparation of approximately 2,000 - 2,500 fiscal notes per session;
- Supervise the preparation of confidential fiscal impact statements on potential amendments, possible committee substitutes, and other special requests;
- Work with legislators regarding questions, concerns, or challenges to fiscal notes;
- Present before fiscal committees.

Interim:

- Supervise the implementation of all sunset reviews, program evaluations, and state indebtedness reports assigned to or falling under the general jurisdiction of the division;
- Perform all other duties and responsibilities as required or assigned by the Committee;
- Provide training to state agencies on the fiscal note process.

Capability Requirements

Education / Experience:

- Requires a bachelor's degree, preferably with several years of legislative, economic, and accounting experience;
- A thorough knowledge of the functions and interrelationships of state government agencies as well as local political subdivisions.

Compensation:

- Compensation commensurate with experience, with a salary range of up to \$97,288;
- All State of Missouri employee benefits, including state retirement, healthcare, including dental and vision, and a generous vacation and sick leave plan;
- Office located within the historic Missouri State Capitol building.

By March 1, 2018, please send a cover letter, resume, and three references to:

Russ Hembree
Director/Revisor of Statutes
Room 117A, State Capitol Building
201 W. Capitol Avenue
Jefferson City, MO 65101

or by email to:

Russ.Hembree@lr.mo.gov

Only applicants meeting the strict criteria outlined above will be contacted as part of the short listing process.