

**Legislative Coordinating Commission**

72 State Office Building St. Paul, MN 55155-1201 Phone: (651) 296-9002 Fax: (651) 297-3697 TDD (651) 296-9896

POSITION VACANCY

DIRECTOR LEGISLATIVE BUDGET OFFICE
MINNESOTA STATE LEGISLATURE

Managerial position in the Minnesota Legislature. Direct the Legislative Budget Office, a non-partisan joint legislative agency established under Minnesota Statutes 3.8853 to provide the House of Representatives and the Senate with accurate and timely information on the fiscal effect of proposed legislation.

Position summary: Manage an office responsible for the oversight, analysis, and review and approval of state agency prepared fiscal notes estimating the fiscal impacts of proposed legislation. Develop, maintain, and ensure compliance with standards and procedures used in the preparation of fiscal notes, local impact notes, and governing access to data consistent with state law. Develop and manage a contract for the computer system that supports the fiscal note workflow and production process. Serve as executive secretary of the Legislative Budget Office Oversight Commission. Supervise a staff of eleven, and an operating budget of approximately $1.3 million annually.

Minimum qualifications: Skilled leader with experience in fiscal analysis or financial management. Bachelor’s degree. Considerable knowledge of state finances, budgeting, financial management, intergovernmental financial relationships, and federal-state-local budget structures. Excellent written and oral communication skills are required to effectively explain complex budget and fiscal matters with understandable clarity to a variety of audiences. Must be able to manage projects that involve multiple staff and agencies and respond quickly with analysis of complex issues. Non-partisan background a must.

The recruitment salary range for this position is $110,000 to $155,000, with excellent benefits. Starting salary will be commensurate with experience. A position description is available at [LCC Jobs](http://www.lcc.leg.mn/jobs/) (<https://www.lcc.leg.mn/jobs/>).

To ensure consideration, email a resume with cover letter that must be received by 4:00 PM, October 23, 2020 to lcc@lcc.leg.mn or mail to:

LBO Search Committee

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An Equal Opportunity/ADA employer.