



CLOSING DATE: Friday, August 16, 2019

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Assistant Director, Appropriations Division

LOCATION: Missouri House of Representatives
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY: Starting salary commensurate with applicable education and experience.

DESCRIPTION: The Assistant Director, Appropriations Division is a highly responsible, professional position that primarily assists the Director, Appropriation Division in the supervision and mentoring of a staff of professionals involved in the analysis of complex state budgets and programs. The Appropriations Division is responsible for drafting the state budget for the House of Representatives and supporting elected members in all matters pertaining to the state budget. This non-partisan staff position is full-time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: Under the guidance of the Director, this position will oversee the implementation of initiatives requiring the supervision and coordination of a staff of five budget analysts and one administrative assistant. This will chiefly consist of training staff, standardizing office practices, and giving direction to staff in the implementation of their assignments. In the absence of the Director, or as directed by the Director, this position will also be expected to represent the Director within the office and to House administrative leadership, elected officials, legislative committees, and state department officials. In addition to supervisory responsibilities, this position is expected to perform all the functions of a budget analyst, to include, but not limited to – preparation of fiscal and statistical data for use in budgetary evaluation, data entry, public speaking, and review of agency budget requests and Governor's budget recommendations for accuracy.

QUALIFICATIONS: Applicants should have prior professional work experience in financial and/or budget administration or closely related areas, and a thorough knowledge of the principles and practices of budget administration and fiscal operation. Graduation from a college or university, with a Bachelor's degree in public or business administration, accounting, political science, statistics, mathematics, economics or related area required. Advanced degree preferred. Extensive relevant experience with BRASS budgeting software and SAMII accounting software preferred. Applicants must have the ability to remain objective, nonpartisan, and professional regarding all legislative matters and work well under pressure with minimal supervision. This position operates in a highly fluid, dynamic legislative environment. The incumbent is expected to be able to adapt quickly to changes and exercise sound independent judgment.

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APPLICATION PROCESS: Please send resume, application and letter of interest no later than **Friday, August 16, 2019** to the Missouri House of Representatives, Administration Division, State Capitol Building, Room B-22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Assistant Director, Appropriations. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment form may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.