

# **DIRECTOR, WISCONSIN LEGISLATIVE COUNCIL STAFF**

Madison, WI

## **Position Summary:**

The Wisconsin State Legislature is seeking to fill the position of Director of the Wisconsin Legislative Council Staff. This position is in the unclassified state service and is located in Madison, Wisconsin. The Director leads and directs the nonpartisan Wisconsin Legislative Council Staff service agency, which staffs the standing and joint statutory committees of the Legislature (other than the Joint Committee on Finance). The Legislative Council staff also provides research, drafting, and administrative services to citizen-Legislator study committees created by the Joint Legislative Council; reviews all administrative rules proposed by state agencies for style, form, and statutory compliance; and provides legal and research services to individual members of the Wisconsin Legislature.

## **Qualifications:**

Qualified candidates will have knowledge of general principles of government organization, administration, and functions; familiarity with the legislative process; well-developed research, analytical, and writing skills; strong speaking and interpersonal skills; management and supervisory skills; and the ability to develop and maintain working relationships with elected and appointed officials with diverse points of view, as a nonpartisan participant in a fast-paced arena.

Well-qualified candidates will also have a law degree or an advanced degree in a public policy related academic discipline (such as public administration or political science) or equivalent experience, complemented by management and supervisory experience in a nonpartisan capacity.

## **Salary:**

The statutory salary range for this position is \$92,331-\$152,318 per year. Starting salary is dependent upon qualifications and experience. In addition, this position receives the same fringe benefits available to other executive salary group employees. For more information related to benefits, please see: <http://www.etf.wi.gov/careers/benefits.htm>

## **How to Apply:**

Please send a **current detailed resume, references, and a paper** limited to two pages that states your interest in, and discusses the range and scope of your qualifying experience for, the job described above. In your application materials, please be sure to address the details of your supervisory and management experience, the arenas in which you obtained that experience, and your academic preparation or equivalent experience. Application materials should be

received by October 22, 2018. Please note that this position's approximate start date is early January 2019.

Please send your application materials to the Joint Committee on Legislative Organization, c/o Amanda Jorgenson, Legislative Human Resources Office, 17 W. Main Street, Suite #402, Madison, WI 53707; Fax: (608)266-1151; Email: [amanda.jorgenson@legis.wisconsin.gov](mailto:amanda.jorgenson@legis.wisconsin.gov)

**If you wish to have your identity kept confidential, pursuant to s. 19.36(7)(b), Wis. Stats., please so indicate in writing.**