



Legislative Services Office

Supporting Idaho's First
Branch of Government

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700 W. Jefferson
P.O. Box 83720
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Website:

www.legislature.idaho.gov

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: May 15 – June 2, 2023

Starting Salary Range: \$50,000 – \$60,000 DOE [-Plus Competitive Benefits!](#)

Location: Idaho State Capitol, Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Legislative Services Office is accepting applications for the position of

Budget and Policy Office Coordinator

RESPONSIBILITIES: Provide professional, independent, **non-partisan** staff support to the Joint Finance Appropriation Committee (JFAC) and the entire Legislature in developing the state budget each year. The ideal candidate will be comfortable wearing many hats – from working primarily as an office coordinator to the Budget and Policy Analysis Division during legislative session to working more independently coordinating formal publications and web publishing the remainder of the year.

The incumbent will:

- Assist and coordinate with the Division Manager on daily workflow;
- Coordinate JFAC logistics including schedules, agendas, managing ballots and taking minutes;
- Coordinate workflow from analysts and edit various budget publications for print and online;
- Excellent communication and organizational skills;
- Implement quality control procedures on division work products;
- Conduct research related to the state of Idaho budget process;
- Assist the Budget and Policy team wherever needed and often fill roles that fall outside of the area of expertise.
- Maintain a high level of professionalism and confidentiality while representing Legislative Services.

MINIMUM QUALIFICATIONS: (1) A degree from an accredited college or university. (2) Excellent organizational skills. (3) Desktop publishing skills and the ability to format and combine text, numerical data, charts, and other visual elements. (4) The ability to do research, write clearly, and express ideas through many mediums. (5) Working knowledge of spreadsheet and database applications.

ADVANCED SKILLS: Advanced skills using software such as Power BI Dashboards, or Tableau are a plus.

ABOUT LEGISLATIVE SERVICES:

- Flexible schedules
- Career-long learning opportunities
- Service First Culture
- Opportunity to play an integral role in the government process.

To Apply: Mail or email a cover letter and resume by **Friday, June 2, 2023 to:**

Budget and Policy Analysis Division
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054
Email: jobapp@lso.idaho.gov

For additional information see the Legislative Services website at: www.legislature.idaho.gov

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.