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A Difference!

Idaho
State Government

Legislative Services
Office

Contacts:

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Non-Classified
Opening

Director Idaho Legislative Services Office (Non-Classified Position)

Open for Recruitment: May 3 through May 14, 2021
Announcement #

Starting Salary Range: DOE [-Plus Competitive Benefits!](#)

Location: Idaho State Capitol Building, 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 Council is accepting applications for

Director, Idaho Legislative Services Office

RESPONSIBILITIES: The Director of the Legislative Services Office is responsible for planning, managing and directing the work of the Legislative Services Office, a nonpartisan staff of approximately sixty-five full-time professionals and several seasonal staff, dedicated to serving the needs of Idaho's citizen legislators. Services provided under the leadership of the Director include researching and drafting legislation, administrative rule oversight, developing financial information and budget analysis for JFAC, conducting financial audits of state agencies, providing information technology support services, and providing public tours and information outreach programs. Working at the pleasure of the Legislative Council, the LSO Director is responsible for ensuring the ability of the Idaho Legislature to effectively manage its own affairs and responsibilities as a separate branch of government.

KNOWLEDGE, SKILLS AND ABILITIES: The Director interacts with all legislators, particularly Legislative Leadership of both parties, as well as other high-ranking government officials including the Governor, Lieutenant Governor, Secretary of State, State Controller and executive agency directors and institution executives. Communication skills, diplomacy and experience working with government officials at this level is critically important. The Legislative Services Office is a complex agency with varying roles, responsibilities and timetables, so management experience and familiarity with Idaho State government and the Idaho legislative process in particular are desired for this position.

PREFERRED QUALIFICATIONS: Postgraduate degree with a minimum of ten years relevant work experience.

Send or e-mail cover letter and resume by Friday, May 14, 2021 to:

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For additional information see 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.