

WASHINGTON STATE LEGISLATIVE EVALUATION AND ACCOUNTABILITY PROGRAM (LEAP)



JOB TITLE:
ADMINISTRATOR

OPENS: April 26, 2024
CLOSES: May 17, 2024

LOCATION: Olympia, WA

SALARY RANGE:
\$134,472 to \$233,064 Annually

LEAP Committee
106 11th Avenue SW
Suite 2300
Olympia, WA 98501

Phone: 360.786.6111
email: LEAP@leg.wa.gov

THE OPPORTUNITY:

The Administrator is the non-partisan chief executive officer for the Legislative Evaluation and Accountability Program (LEAP) Committee, a legislative branch agency reporting to a bicameral oversight committee, whose purpose is to provide the Legislature with information and technology used to develop budgets, communicate budget decisions, and track fiscal data.



To fill this unique role, we are seeking an individual with an in-depth understanding of legislative and governmental processes, budget development, data analysis, and information technology, as well as a strong emphasis on excellent customer service to lead the work of LEAP staff.

This position is exempt from civil service and serves at the pleasure of the LEAP Committee.

ABOUT THE AGENCY:

The LEAP Committee was created in 1977 to provide the Legislature an independent source of information and technology for developing budgets, communicating budget decisions, and tracking expenditure and revenue activity.

Toward that end, LEAP staff create and maintain systems and models for use by budget writing staff; provide access to state fiscal information, including through the state's fiscal transparency website; administer data to support budget development and oversight; assist fiscal staff in creating publications, provide training for legislative staff and respond to requests for information.

The legislative budget-writing committees use LEAP applications to support their analysis of budget requests. LEAP systems are used to record and communicate the underlying assumptions that support proposed funding levels for each agency of state government. LEAP systems are also used by the Legislature to compare different versions of the budget and facilitate negotiation of a final budget.

LEAP works closely with staff from the legislative fiscal committees, other legislative agencies, and the Office of Financial Management to ensure the Legislature has the most accurate, complete, and comprehensive information possible in order to make strategic decisions about the fiscal course of state government.

LEAP is a bipartisan committee comprised of four members of the Senate and four members of the House with a current staff of 10 and a biennial budget of \$6.1 million. The agency office is located in Olympia, Washington. Fully remote work has been authorized. While most staff choose to work remotely, staff may also choose to work in a hybrid environment. For more information regarding LEAP, please visit the website <https://leap.leg.wa.gov/>.



**Exempt Position
Recruitment
Announcement**



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RESPONSIBILITIES:

The Administrator serves as the agency director for the LEAP Committee. As the agency's chief executive officer, the Administrator hires, develops, and manages staff with responsibility for ensuring that the Legislature is provided with the best possible information and technology for developing budgets, communicating budget decisions, and overseeing budget execution.



The Administrator is also responsible for:

- Creating a collaborative work environment that maximizes staff capacity and promotes growth.
- Assuring the integrity of data provided to support budget development and oversight.
- Working with staff to provide and improve budget systems and models necessary for legislative budget development.
- Reviewing and improving reporting systems used to analyze fiscal information and communicate budget decisions.
- Representing the interests of the Legislature by recommending changes to executive accounting and reporting systems to provide fiscal information required by the Legislature in budget development and monitoring.
- Advocating for the data and information interests of the Legislature as the state continues work on the One Washington project replacing many of the state's core financial systems.
- Working with LEAP Committee Members to initiate cross-agency and cross-governmental projects that promote information access, credibility, and relevance.

SUCCESSFUL CANDIDATE PROFILE:

- A proven commitment to providing nonpartisan and confidential services to legislators, legislative staff, state agencies, and the public.
- Experience in successfully recruiting, coaching, and leading a highly skilled and talented professional staff.
- Demonstrated leadership experience, preferably within the public sector.
- High level interpersonal and communication skills as well as demonstrated ability to successfully communicate complex policy, planning and service issues to customers and stakeholders.
- Experience in planning, developing, or utilizing complex information technology systems for financial analysis, financial monitoring, or budget development.
- A proactive, creative, flexible, service-oriented approach in their daily work.
- Experience working with diverse constituencies such as legislators, legislative committees and staff, state and local government agencies, public policy interest groups and the public.
- A demonstrated ability to deal effectively with the fast-paced, high-pressure legislative environment.
- A Bachelor's or Master's degree in business administration, public administration, information technology, or other relevant field of study.



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SALARY RANGE:

The salary range for this position is \$11,206 – \$19,422 per month, depending on experience and qualifications, although the expected hiring salary will typically be less than the top of the range. A 3% legislatively approved salary increase will be included effective 7/01/24.

In addition to paid leave, a competitive state benefits package is also offered which includes a choice of medical/dental insurance plans, retirement, and life and basic long-term disability insurance.

APPLICATION PROCESS:

Complete the application form accessed by clicking this link: [Administrator – Legislative Evaluation & Accountability Program \(LEAP\)](https://apply.workable.com/washington-state-senate/j/7269B1AF5B/) or typing this URL: <https://apply.workable.com/washington-state-senate/j/7269B1AF5B/>. The closing date is May 17, 2024. Please be aware that the LEAP Committee reserves the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process. Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible.

Questions about the position or the LEAP Committee should be directed to the current LEAP Administrator, Michael Mann, at (360) 786-6112 or Michael.Mann@leg.wa.gov.

The state of Washington actively supports diversity in the workplace and is an equal opportunity employer. Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the Senate Human Resource Office at Senate.HRO@leg.wa.gov.

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