



Office of the Governor
Washington D.C

NOW HIRING

Position open until close of business on July 17, 2017

DEPUTY DIRECTOR, DC OFFICE

AGENCY OVERVIEW AND DUTIES

The Inslee Administration is looking for an innovative, forward-thinking individual to join our team beginning this summer as the Deputy Director of the Governor's Washington, DC Office.

The Office of the Governor is responsible for the overall administration of the affairs of the state of Washington.

The deputy director of the Governor's Washington, DC Office will assist the DC office director in providing major support services for the Governor and state agencies in their interactions with the federal government, and federal laws, policies and actions that affect the state. This position will manage a broad portfolio, including performing policy planning, analysis, development, and implementation consistent with the Governor's priorities, across a broad array of areas. This position identify, formulate and execute the Governor's and state agencies' federal policy agenda, and represent the Governor and state to Congress, the White House, federal agencies and before other entities in Washington, DC. This position will also help to serve as the Governor's liaison with the Washington State Congressional Delegation, and help to represent the Governor in the National Governors' Association, Western Governors' Association, and other inter-state coalitions. Specific duties include:

- Provide regular updates to the Governor, Governor's Office and state agencies about developments in the federal government and the nation's capital.
- Anticipate, develop and implement short and long-term strategies to affect federal policy and its implementation favorably for the Governor's agenda and Washington State, including fiscal, legislative and regulatory policies.
- Analyze, track and manage issues of importance at the federal level that will impact Washington.
- Review state agencies' correspondence and policy positions on federal matters.
- Meet regularly with state agencies to understand their needs and challenges in interaction with the federal government, and work with them and other members of the Governor's Policy Office to address these needs.
- Help identify federal funding opportunities for state agencies and assist them in their efforts to attract or defend federal investments.
- With the DC Office director serve as the Governor's primary liaison with the 2 senators and 10 representatives in the Washington State Congressional Delegation.

- Represent the Governor and state agencies and act as a spokesperson for Washington State in interactions with Congress, the White House, federal agencies, and other public and private officials and entities in Washington, DC.
- Respond to information requests from the federal government on state policies and programs, and the implementation of federal programs at the state level, and assist them in understanding how changes to these policies and programs would affect the State.
- Meet with and assist Washington State organizations in their interactions with the nation's capital.
- Meet with national and international organizations and provide appropriate assistance to them in their interactions with Washington State.
- Work with other states' governors' offices to develop coalitions in the pursuit of desired priority federal and/or state policy changes.
- Participate, on the Governor's behalf, in the activities of the National Governors' Association (NGA) Western Governors' Association Participate, as necessary, in development and/or activities of standing inter-state coalitions in which the Governor is a member (e.g. U.S. Climate Alliance, the Governors' Partnership for K-12 Computer Science Education, Governors' Wind & Solar Energy Coalition)
- Present options and recommendations to the Governor and Executive Team, including an analysis and assessment of the support and opposition for each issue.
- Understand the Governor's position on various issues and speak on the Governor's behalf. Seek clarification from the Governor and his executive team, as needed.
- Brief the Governor and executives on specific issues of concern. Describe highly technical content in briefing memos and outlines.
- Prepare letters and other directives for the Governor's signature.
- Draft and prepare talking points and speeches for the Governor.
- Coordinate major events and attend with the Governor.
- Schedule meetings, prepare documents and assist in the day-to-day administration of the DC office.
- Manage interactions between the Governor, Governor's staff, and state agency officials with federal officials.
- Prepare for and staff the Governor during his visits to Washington, DC and other events around the country in which the Governor is participating with federal officials and other governors.

QUALIFICATIONS

Required Qualifications:

- At least 5 years of experience in a related policy/political role;
- Recent experience briefing and engaging senior level government officials;
- Managing numerous activities, production of key products, and meeting deadlines;
- High-level analytical and organizational skills;
- Experience developing and analyzing policy;
- Leading stakeholder processes;
- Ability to work independently and as part of a team;
- Knowledge of state and federal legislative processes;
- Effective oral and written communication skills involving complex issues; and

- Competency in computer word processing and spreadsheet software.

Preferred/Desired Qualifications:

- A graduate degree in public policy, public administration, political science, or related field;
- 7 years of experience in a related policy/political role;
- Demonstrated effectiveness in designing new initiatives and policies;
- Experience working in or personal ties to Washington State.

EXEMPT RECRUITMENT

The Office of the Governor is a non-represented agency. If you previously have applied for a position with the Governor's Office and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Compensation depends on qualifications, but the expected salary for this position is around \$80,000 per year, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:
www.ofm.wa.gov/jobs/datasheet.doc.



Please send completed application packets by mail, fax or email to:

Office of the Governor
Attention: OFM HR
PO Box 43113
Olympia, WA 98504-3113
Email: ofmhr@ofm.wa.gov

The Office of the Governor is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.