



STATE OF VERMONT
JOINT FISCAL OFFICE

The Joint Fiscal Office seeks to hire an Associate Fiscal Officer

The Joint Fiscal Office seeks to hire an Associate Fiscal Officer. This is a management position focusing primarily on State tax revenues, education finance, related policy topics and the budget but will also assist the office in other policy areas as needs evolve. The Associate Fiscal Officer is a management position in the Joint Fiscal Office, whose mission is to provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations. This role, in collaboration with other JFO staff, provides support and research to legislators on a variety of fiscal issues. The position also involves extensive work with senior members of the Executive Branch and regular communication with other states.

Education/Experience:

Required:

- Master's degree in economics, business, planning, or public administration, or other relevant discipline or currently enrolled in a graduate program in a relevant discipline, and
- 5+ years of related experience at a senior level in a legislative or demonstrably similar environment

Duties and Responsibilities:

- Represents the Joint Fiscal Office to internal and external entities
- Serves in a supervisory, advisory or management capacity as well as participating in hands-on analytic work for policies being discussed and studies being undertaken
- Participates in management-level discussions, strategic planning and decision making
- Supervises the team of revenue analysts
- Provides support and mentorship within JFO and across the legislative branch
- Provides fiscal impact estimates of proposed legislation and initiatives, composing fiscal notes, issue briefs, white papers, and other reports on relevant topics
- Provides critical thinking regarding the impact of various public policies on multiple levels
- Independently explores policy areas in depth and develop insights to inform policymakers

Required Skills:

- Strong management and supervisory skills.
- Takes initiative and demonstrates collaboration skills
- Excellent written communication.

- Strong proficiency in Excel and data analysis to develop complex models and tools for analyses
- Ability to research state and national financial information to develop fiscal impact statements for proposed legislation.
- Extensive interaction and collaboration with legislative counsel, executive branch staff, agency leadership (and their representatives), members of the legislature and legislative leadership, special interest groups, and local, state, and federal offices and other partners.
- Ability to navigate a highly political environment in a non-partisan way with minimal supervision.
- Capable of working with short deadlines in a legislative environment.

Compensation will be commensurate with experience:

- The Associate Fiscal Officer salary range starts at \$80,744 per year.

The comprehensive State benefits package includes paid time off, health insurance and retirement plans. Longer work hours are expected during the legislative session (generally January through May) and as needed during other times of the year.

To apply, please submit in Word or PDF format, a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and “Revenue Application” in the subject field of the e-mail.

The Joint Fiscal Office is an equal opportunity employer and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.