



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

Now Hiring: Appropriations Bill Coordinator

The mission of the Joint Fiscal Office (JFO) is to provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature.

JFO is accepting applications for the exempt position of Appropriations Bill Coordinator. The person who holds this position prepares the annual budget bills, works with other fiscal office staff to provide support to legislators on a variety of fiscal issues, and performs duties that are part of the general work responsibilities of the JFO. Position responsibilities include, but are not limited to, the following:

- **Coordinate:** This position is critical to the process of creating, editing, and drafting amendments to the annual budget bills as they move through the legislative process. This includes working with legislators, legislative staff, and others to compile all the various sections of the bill, ensuring that the correct version of language is included at each stage of the legislative budget process.
- **Attention to Detail:** Attention to detail is critical as is learning the correct structure and format for amendments to the budget bills. This work involves reading, editing, amending, and providing tactful feedback and recommendations to many different drafts of proposals.
- **Writing proficiency:** Excellent English language writing skills are required. Candidates should have a very high level of proficiency with MS Word and some experience with MS Excel. In addition to drafting the budget bills, the position is responsible for creating a document that compares versions of budget proposals as recommended by the Governor, House, and Senate.
- **Flexibility and Even Temperament:** Requires the ability to manage many competing demands and many changes in direction as the legislature works through the budget process. The legislative environment has several periods of high stress with short deadlines, including some weekend and night work.
- **Appropriations Committee Administration:** Manages the Senate Appropriations Committee schedule for testimony on budget bills and other bills coming through the committee. Requires regular, clear communication with other staff of all levels and the committee chair. Manages committee web page postings and committee records retention.

- Other: Manage any other projects/requests as assigned by the Chief Fiscal Officer.

Other job characteristics, engagement and experience

- Collaboration: This job requires extensive interaction with the members of the Legislature including leadership; Legislative Council; Executive Branch department staff; agency leadership; special interest groups; local, State, and federal offices; and other partners.
- Environment: Demonstrates good judgment with the ability to navigate within a highly political environment in a nonpartisan way with minimal supervision.

This exempt position is full-time during the legislative session and could be either full-time or part-time during the summer and fall. It is anticipated that this will be a permanent, exempt, legislative position and State benefits will be available. The salary range is between \$23 and \$32 per hour, commensurate with qualifications and experience.

Applicants should send a letter of interest and resume by email to: jfoapply@leg.state.vt.us

Resumes will be reviewed starting on Oct 18, with the position open until filled.

JFO 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.