

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

POSITION: Executive Director, Department of Legislative Services

SALARY: \$122,000 - \$180,000

PRIMARY RESPONSIBILITIES:

- Provide executive direction to the Department of Legislative Services, a State of Maryland agency with 384 positions and a \$51 million working budget
- Oversee staff and activities of the Department of Legislative Services including, but not limited to:
 - Legislative drafting
 - Regulation review
 - Analysis of the State's \$42 billion budget
 - Fiscal analysis of the impact of legislation on state and local governments
 - Committee staffing, legal and policy research
 - Oversight and analysis of local government finances
 - Procurement, financial management
 - Compliance and performance audits of executive agencies
 - IT hardware procurement and maintenance and system development for the department and the Annapolis legislative complex
- Nonpartisan review of policy documents, including proposed legislation and fiscal analysis of legislation
- Management of legislatively-created and statutorily-created commissions, workgroups, and task forces
- Frequently interact with and provide information to elected members of the Maryland Senate and the Maryland House of Delegates
- Make formal and informal presentations to leadership, committees, caucuses and ad hoc groups of legislators and outside organizations
- Oversee management of technical and administrative functions and a multidisciplinary professional staff
- Maintain among professional staff a focus on common policy interest while avoiding stove piping by function or training

QUALIFICATIONS:

- Master's degree or law degree and 7-10 years of demonstrated management experience
- Experience in or demonstrated knowledge of the public policy environment, as well as ability to interact with elected officials and staff
- Writing and public speaking skills
- Knowledge of the Maryland General Assembly, Maryland legislative process and/or Maryland State government desirable

SEND RESUME AND LETTER OF INTEREST BY **OCTOBER 6, 2017** TO:

Lori L. Mathis
Human Resources Manager
Dept. of Legislative Services
90 State Circle, Rm 311
Annapolis, MD 21401

Fax: 410-946-5140
Email: lori.mathis@mlis.state.md.us

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation or legislative policy.

September 6, 2017