

Office of Legislative Services

Notice of Vacancy

Title: Legislative Budget and Finance Officer

Location: Office of Legislative Services
Legislative Budget and Finance Office
State House Annex
West State Street, Trenton, New Jersey

Annual Salary: \$140,000-\$151,951.66

Anticipated Start Date: October 2020

The Office of Legislative Services (OLS) is an agency of the New Jersey Legislature established by law to provide professional, nonpartisan staff support services to the Legislature including its officers, members, committees and commissions. OLS operates under the authority of the Legislative Services Commission, a 16-member bipartisan panel with equal representation from each House of the Legislature.

The goal of OLS is to facilitate the work of the New Jersey Legislature and to enable and promote public understanding of the legislative process. As nonpartisan employees of the Legislature, OLS staff are prohibited from engaging in political activity or taking a public position with regard to any matter before the Legislature.

Description:

Pursuant to N.J.S.A. 52:11-67, as the chief fiscal officer for the Legislature and the Legislative Services Commission, the Legislative Budget and Finance Officer (LBFO), under the general direction of the Executive Director of OLS, collects, analyzes, and presents budget and fiscal information for the Legislature and its budget committees, including giving public testimony; reviews requests for appropriations; and determines approval for and the transfer of funds among State accounts. The LBFO also administers the fiscal note process and staffs the Joint Budget Oversight Committee. The LBFO directly supervises a small staff of budget analysts and administrative staff and indirectly supervises fiscal analysts assigned to OLS's ten subject area sections.

Requirements:

Education*:

- Master's degree in public administration, public policy, business administration, economics, political science, or related degree from an accredited college or university.

** Foreign degrees and/or transcripts must be evaluated by a recognized evaluation service such as the [National Association of Credential Evaluation Services](#) and [Association of International Credential Evaluators, Inc.](#) at applicant's expense. Please attach copy of transcript and evaluation with*

application. Candidates will not be considered for the position if they fail to provide all requested documents upon initial submittal.

Experience:

- Ten years of increasingly responsible experience in budget and/or program analysis or related work in government or a large business environment.

Preferred Experience:

- Five years of experience in a managerial or supervisory capacity preferred.
- New Jersey government experience preferred.
- Legislative budget experience preferred.
- Public finance experience preferred.

Substitution:

- Applicants who do not have a master's degree may substitute additional experience on a year-for-year basis, and must have a minimum of twelve years of the required experience.

Residency Law: Pursuant to the "New Jersey First Act," all persons newly hired by the Office of Legislative Services, unless exempted by the law, shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

Please respond by: August 10, 2020

Please send cover letter, resume, and two writing samples to:**

Christin Knox, Director of Human Resources
Office of Legislative Services
OLSHR@njleg.org

**Writing samples should be the applicant's own work (not have been co-written, edited, or proofed by others) and should demonstrate the ability to research and express fiscal matters clearly. Applicant's name must be reflected on each page of all writing samples.

Date Posted: July 27, 2020

The Office of Legislative Services is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.