



Joint Committee on Legislative Research Oversight Division

Assistant Director
Salary: \$100,000 - \$115,000

DEFINITION

The Oversight Assistant Director is a non-partisan position, responsible for the overall direction and administration of the Oversight Division under the Committee on Legislative Research in the absence of the Director.

Supervision Received

Under the general supervision of the Oversight Division Director.

Supervision Exercised

Supervises all evaluation and support personnel as assigned by the Oversight Division Director.

DUTIES AND RESPONSIBILITIES

The Oversight Assistant Director shall:

Assist the Director with design and planning of all work products of the division.

Direct, administer and coordinate all the work and staff of the division along with the Director.

Along with the Director, supervise the design of and then direct implementation and operations of all evaluations, investigations, inquiries and special studies assigned to or falling under the general jurisdiction of the division.

Review prepared fiscal notes for the General Assembly.

Assist in providing administrative supervision of the planning, preparation and justification of the budget for the division.

Act as a liaison with outside entities concerning the policy, procedures, and the activities of the office.

Assist in the development and implementation of a comprehensive training program for the staff of the division.

Assist with the development and maintenance of a recruiting program for qualified personnel for the division.

Assist with conducting staff meetings, planning sessions, brainstorming groups for the purpose of identifying problems and alternative solutions to maintain the Division at the highest level of effectiveness.

Develop and maintain effective working relationships with staff at various levels in other State agencies.

Assist with the direct implementation of inquiry techniques and procedures and establish policies for gathering and compiling data and facts related to program review and investigation efforts.

Perform all other duties and responsibilities as required or assigned by the Oversight Division Director.

CAPABILITY REQUIREMENTS

EXPERIENCE

A minimum of 2 years of experience of high-level management and/or program planning and development of a large office.

Have a broad working knowledge of the legislative process.

Must have the ability to present information to a committee during a hearing of the general assembly.

Must be able to work long hours and under short/strict deadlines.

At least 2 years of experience in fiscal analysis and program evaluations and a thorough knowledge of the functions and interrelationships of State agencies.

Ability to direct and supervise staff.

EDUCATION

Requires the knowledge, skill and mental development equivalent to the completion of 4 years of college, preferably with competence in business and public administration and management.

Significant course work in program planning and development, management, manpower training, motivation and utilization of personnel, and material analysis; and/or program and performance evaluations; and some work in quantitative methods and statistics.

HOW TO APPLY

Submit cover letter, resume, and transcripts to Julie Morff, Director – 201 West Capitol Avenue, Room 132, Jefferson City, MO 65101 or to julie.morff@lr.mo.gov **no later than September 30, 2024.**