



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE OPERATIONS

## Supervisor of Committee Services

The Supervisor of Committee Services is a non-partisan member of the Office of Legislative Operations team. The Supervisor provides operational support, training, and supervision to the Committee Services Team, comprised of approximately 20 seasonal Committee Assistants, who support legislative committees. The Supervisor collaborates with legislative leadership, committee chairs and various office staff and is a strategic partner in developing innovative and efficient methods for supporting the work of the General Assembly. The Supervisor also provides committee assistant support to a committee(s), as needed, both during and off-session.

Minimum starting salary of \$59,000, with potential for an initial offer adjustment based on applicable qualifications and experience. We offer meaningful work, a variety of programs focusing on wellness and community, and family-friendly benefits, including pension and retirement plans, medical, dental and vision coverage, and paid time off.

### **Education and Experience:**

#### *Required*

- Bachelor's degree
- 5+ years working in an administrative, customer-service, political, or comparable professional work environment
- 2+ years in a supervisory role providing direct supervision
- Proficiency in Microsoft Suite and remote-work applications (i.e., Zoom)
- Experience with training staff with various experience levels
- Experience with coaching and mentoring individuals with entry-level business experience

### **Required Skills:**

- Proven success assessing and facilitating conflict-management.
- Ability to remain calm in a fast paced and challenging environment.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to remain nonpartisan in a political environment.
- Excellent written and oral communication skills.
- Ability to multi-task, be detail-oriented and organized
- Ability to understand and learn new software systems.
- Ability to maintain a flexible schedule including working extended hours.

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](mailto:HRApplications@leg.state.vt.us). Applications must be submitted by September 15, 2023. Please put your name and "Committee Services application" in the subject field of the e-mail.

The Vermont General Assembly 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.