



STATE OF VERMONT

OFFICE OF LEGISLATIVE
HUMAN RESOURCES

Legislative Staff Job Description

JOB TITLE: Deputy Fiscal Officer

DEPARTMENT NAME: Joint Fiscal Office

REPORTS TO: Chief Fiscal Officer

JOB PURPOSE:

The Deputy Fiscal Officer will work closely with the Chief Fiscal Officer (CFO) in overseeing the Joint Fiscal Office (JFO) whose mission is to provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations to the Vermont Legislature.

Duties and Responsibilities

- JFO Statutory Responsibilities:
 - provides fiscal research and support services to the Joint Fiscal Committee and other committees as defined in statute.
 - continually reviews the fiscal operations of the State including revenues, budgeting and expenditures.
 - accepts grants, gifts, loans, etc., when the General Assembly is not in session.
 - prepares required reports in a timely and efficient manner.
- Other Responsibilities:
 - Assists the CFO in managing the nonpartisan Fiscal Office including addressing the day-to-day needs of the JFO team, evaluating performance, addressing employee relations matters and helping to onboard newly hired staff.
 - Promotes a strong team culture and environment while managing and coordinating high-volume requests and responsibilities.
 - Ensures that JFO maintains measurements of performance and accountability.
 - Acts as the Fiscal Officer in the absence of the CFO.
 - Plays a key role in the JFO Budget Team; works on Budget Bills and related issues.
 - Manages contracts that service the JFO and relevant legislative work.
 - Represents the JFO to internal and external entities across multiple dimensions.
 - Serves in an advisory, management, or staff capacity on work undertaken by the Legislature. This may include project management, research, writing, policy

analysis, testimony and presentations to relevant standing committees and special study committees.

- Participates in management-level discussions, strategic planning and decision making within the JFO, with other legislative agencies and with legislative leaders.
- Provides support and mentorship within the JFO and across the Legislative Branch by sharing subject expertise and institutional knowledge when requested or when necessary.

Required Skills

- Interacts with staff colleagues, legislative leaders, legislators, Executive and Judicial Branch leadership and staff, and other local, State, or federal offices.
- Has the ability to write and present information to the Legislature in a clear and concise manner that is understandable to a broad audience.
- Able to work in a highly political environment in a nonpartisan way and under tight time constraints, while meeting the needs of a broad spectrum of people.
- Earns trust both internally and externally, maintains high standards, and applies discretion and sound judgement.
- Stays up-to-date on subject knowledge, best practices, and skills as appropriate.

General Competencies

- Adheres to policies and procedures.
- Maintains privacy and confidentiality.
- Promotes and employs ethical actions.
- Demonstrates excellent customer service by conducting daily activities, communications, and interactions in a positive, collaborative, and professional manner.
- Communicates with diplomacy and tact.
- Identifies and communicates learning, competency, and personal development needs to the supervisor.
- Maintains responsibility for punctuality and attendance.
- Notifies the appropriate supervisor as soon as possible when an unscheduled absence from work is necessary.
- Submits requests for vacation, planned days off, etc. to the supervisor with appropriate notice.

Experience:

- Required:
 - A minimum of 7 years of experience at a management level in a state government, legislative or demonstrably similar environment.
 - A minimum of 7 years of fiscal policy or financial experience.
 - Proven success overseeing and developing financial teams and operations.

- Preferred:
 - A minimum of 5 years of senior level state budget work

Education:

- Master's degree in economics, law, public policy, public administration, planning, business administration, or other relevant discipline.

Physical Requirements

- Sitting for long periods of time, relocate to various meetings throughout a given day, computer work, lifting up to 10 pounds.

Note: This job description reflects the assignment of essential job functions. It does not proscribe or restrict the tasks that may be assigned.

This permanent, full-time position is considered a State employee with benefits and is exempt from the classified system. Salary will depend upon qualifications and experience. Longer work hours are expected leading up to and during the legislative session, and as needed during other times of year.

Applicants should send a resume and cover letter to HRapplications@leg.state.vt.us. Please include "JFO Deputy Director" in the subject line.

Resumes will be reviewed starting on August 30.