

**JOB ANNOUNCEMENT**  
**Posting Date 01/11/2019**  
**Legislative Research Commission**

**Committee Staff Administrator**  
Banking and Insurance Interim Joint Committee

The Legislative Research Commission is accepting applications for the position of **Committee Staff Administrator** in the Banking and Insurance Interim Joint Committee. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

**Job Duties:**

- Supervise a staff of legislative analysts, committee assistants, administrative assistants, interns, and graduate fellows to study issues related to the committee's jurisdiction.
- Coordinate meetings.
- Fulfill the research and drafting needs of legislators during the interim and legislative session.
- Maintain ability to perform all duties of direct-report analysts.
- Understand, communicate, and enforce agency policies and procedures.
- Attend required staff meetings.
- Facilitate communication among the LRC Director's Office, legislators, leadership staff, outside parties, and committee staff.
- Provide oversight, support, and feedback to committee staff so that they can effectively and efficiently do the work assigned to them.
- Interview and recommend hiring of staff as needed.
- Communicate with statutory committee chairs, standing committee chairs, interim joint committee co-chairs, and task force chairs about agendas; arrange and coordinate meeting logistics; and review and be responsible for post-meeting memoranda, minutes, reports, and other communications.
- Work with other LRC staff, including but not limited to the Deputy Director for Research and the Deputy Director for Committee and Staff Coordination, on the production of LRC publications.
- Assist with LRC staff studies and task forces.
- Maintain staff by interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Lead staff by communicating job expectations and plans; by monitoring and appraising job results; and by providing coaching, counseling, and disciplinary measures.
- Perform other duties as assigned.

**Minimum Requirements:** A juris doctor, Ph.D., or a master's in public policy or a field related to the committee's jurisdiction, supplemented by four years in public policy, legislative analysis or

management, legal analysis, or a relevant field. Education may be substituted for experience and experience may be substituted for education at the discretion of the hiring supervisor/manager.

**Desired Skills and Abilities:**

- Knowledge of management principles.
- Thorough knowledge of committee procedures during an interim and session.
- Knowledge of laws, administrative regulations, court decisions, and other information relevant to committee's jurisdiction.
- Demonstrated ability to research issues and distill information.
- Ability to assist other committees and research issues not related to committee's jurisdiction.
- Comprehensive understanding of the bill drafting application and the legislative process.
- Excellent analytical and communication skills.
- Demonstrated ability to meet short deadlines.
- Ability to manage and motivate staff.
- Demonstrated ability to work with other agencies, legislators, and the public.
- Excellent computer skills with knowledge of basic Windows Office products.
- Positive attitude and strong work ethic.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business January 18, 2019. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at [www.lrc.ky.gov/lrc/LRCapplication.pdf](http://www.lrc.ky.gov/lrc/LRCapplication.pdf)) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Deputy Director/Chief Human Resources Officer  
Legislative Research Commission  
Capitol Annex Room 104  
702 Capital Avenue  
Frankfort, Kentucky 40601-3448

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