

Connecticut General Assembly

JOB OPPORTUNITY

Director of Legislative Research – Connecticut General Assembly

Office of Legislative Research

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: 134,745 – 173,086
Closing Date: June 23, 2014

Summary Description

The Connecticut General Assembly is seeking a visionary and strategic leader for the position of Director of the Office of Legislative Research. This is a nationally recognized research office that helps the General Assembly develop legislation by, among other things, providing nonpartisan, objective research (including legal) and policy analysis. The General Assembly is eager to recruit a Director with a successful track record leading and managing independent, highly motivated, and diverse professionals.

Qualifications and Salary

The Director will have the following skills and qualities:

- Superior knowledge of research principles;
- Demonstrated commitment to the highest quality of professional research, writing, and analytical standards and techniques;
- The ability to thrive in a fast paced environment;
- Excellent management, leadership, interpersonal, communication, presentation, analytical and problem solving skills;
- Demonstrated expertise as a relationship builder, proven and successful track record creating effective partnerships and collaborations, and a reputation as a good strategic partner;
- Strong commitment to the General Assembly and office's mission and a demonstrated commitment to innovation;
- Credibility and experience to provide constructive feedback to legislative committees and office staff;
- Proven managerial and organizational development experience; a successful track record as a unifying leader who inspires collaboration and functions decisively while building consensus;
- Capability to connect with staff on an individual or group level;
- Outgoing, open, trustworthy, and straightforward manner and proven ability as an active, keen listener;
- Knowledge of state public policy issues and legislative processes;
- Proven administrative and supervisory experience leading an office of diverse professionals;
- Demonstrated knowledge and understanding of information and communication technology trends and how they can improve research services;
- Excellent written and verbal communication skills;

- Experience interpreting statutes, regulations and case law.

The Director must, at a minimum, have a Master's degree and 10 or more years of research or related experience. The salary range for this unique opportunity is \$134,745 - \$173,086. The State of Connecticut also offers excellent fringe benefits.

Duties and Responsibilities

- Work closely with a professional staff of 30, including a four-person management team and the legislative library, to set the office's overall direction and develop and implement office strategies and goals;
- Develop and sustain a collaborative workplace culture that reflects the office's mission, ensure open and clear channels of communication, and employ transparent decision making;
- Ensure strong internal communication among staff, work closely with the leadership team to ensure the flow of relevant information and encourage effective collaboration and coordination between and among offices;
- Regularly evaluate performance and encourage personal and professional leadership development;
- Collaborate with General Assembly's executive leadership team to foster a dynamic culture for nonpartisan staff;
- Lead by example;
- Work long hours during the legislative session;
- Maintain liaison with General Assembly leadership, the chairmen and ranking members of legislative committees, and other members of the General Assembly on research matters;
- Develop innovations to improve office products and overall efficiency;
- Reinforce and strengthen longstanding relationships that the office maintains with legislators, staff, and other state agencies to fulfill its mission;
- Show a demonstrated commitment to customer service, the ability to observe and discern customer needs, and the skill and commitment needed to adapt or devise products and services to address those needs;
- Undertake collaborative projects when appropriate.

To apply for the position, please submit a cover letter and resume to be received by June 23, 2014 to: OLR Director Search Committee, Office of Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 or at CGAEMPLOYMENT@CGA.CT.GOV

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.