



WASHINGTON STATE  
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Office of Financial Management  
Olympia, Washington

**NOW HIRING**

This recruitment will close on May 30, 2018

## COMPLETE COUNT COMMITTEE COORDINATOR

### EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented agency. If you have applied previously and are interested in this position, please reapply.

*Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.*

### SALARY AND BENEFITS

The salary range of consideration is \$72,264 - \$85,344 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

### PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described in this announcement.

**Interested applicants should submit the following:**

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience and education.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet  
[www.ofm.wa.gov/jobs/datasheet.doc](http://www.ofm.wa.gov/jobs/datasheet.doc).



**Please send completed application packets by mail, fax or email to:**

Office of Financial Management  
Employee Services  
PO Box 43113  
Olympia, WA 98504-3113  
Fax: 360-586-0051  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

The 2018-19 supplemental budget required and funded work at the Office of Financial Management (OFM) to promote a complete count of Washingtonians in the 2020 census. Based on a Census Bureau recommendation and experience in other states in 2010, OFM is assembling a “Complete Count Committee” of key stakeholders and prominent individuals, particularly among hard to count communities, to develop strategies, activities and documents to promote a complete count of Washington residents. This position is located in OFM’s Forecasting and Research Division, which has been charged with implementing the census work. This position is to focus on recruiting and staffing the Complete Count Committee effort with a staff team that includes a general Census 2020 Coordinator who is project manager for the overall effort. Some of the responsibilities include:

- Serving as the lead staff person interacting with the Complete Count Committee Chair. It is assumed that the Chair is a highly visible public figure and the staff person will need to have high-level professional and organizational skills to meet those demands.
- Coordinating and supporting the Complete Count Committee. The Complete Count Committee work includes:
  - Developing agendas with staff and the committee chair.
  - Coordinating and/or developing meeting materials and invitations.
  - Making meeting arrangements including reserving meeting spaces.
  - Recruiting speakers for agenda topics.
  - Following up with materials after meetings.
  - Monitoring and executing plans from committee decisions.
  - Connecting subcommittee work to the full committee.
- Coordinating and supporting subcommittees of the Complete Count Committee. Most of the work of the Committee will occur between meetings and be done by subcommittees. Staffing this work includes:
  - Working with the subcommittee on agendas, meeting materials and reserving meeting spaces.
  - Recruiting speakers for agenda topics.
  - Following up on subcommittee efforts to ensure plans are executed.
  - Linking subcommittee work to the overall committee meetings.
  - Coordination of subcommittee work involves significant recordkeeping and interaction with related efforts in the state plan.
- Communicating about Complete Count Committee efforts.
  - Speaking to organizations and events about the work of the Committee.
  - Working with communications staff on resources and messages related to the committee.
  - Assembling documents that capture the work of the committee in periodic reports for public dissemination on the Census 2020 website and elsewhere.
  - One subcommittee of the Complete Count Committee will be focused on communication issues, particularly messaging to diverse communities. Linking this subcommittee to the broader state effort will be an important part of the work of this position.

## QUALIFICATIONS AND CORE COMPETENCIES

### Preferred qualifications

- Bachelor's degree in public administration, business administration, human resources, social sciences or related field from an accredited college or university, or an equivalent combination of education and professional experience equal to a four-year degree.
- Excellent organizational and writing skills.
- Demonstrated ability to lead and support complex stakeholder collaborations.
- Ten years of experience with stakeholder collaboration, policy development and communication of complex concepts for general public audiences.
- Foreign language proficiency in addition to English a plus.

### Core competencies

- Customer Focus - Builds and maintains customer satisfaction with the products and services offered by the organization.
- Adaptability & Flexibility - Adapts to changing business needs, conditions and work responsibilities.
- Accountability & Dependability - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- Results Orientation and Initiative - Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
- Relationship Building - Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Influences others - Influences others to be excited and committed to furthering the organization's objectives.
- Solves problems – Resolves difficult or complicated challenges.
- Thinks creatively - Develops fresh ideas that provide solutions to all types of workplace challenges.
- Consults effectively – Partners with clients to identify and resolve complex or sensitive issues.

*The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.*