



EXECUTIVE DIRECTOR

Direct Employment Opportunity

Status: This is an exempt position and a temporary appointment through the end of the redistricting process in early 2022

Location: Olympia, WA

Salary: \$8,240 to \$12,539/month dependent on qualifications

Posting Date: February 22, 2021

Closing Date: Open until filled

Applications will be reviewed upon receipt. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials as soon as possible.

AGENCY PROFILE

The Washington State Redistricting Commission is appointed by the Legislature and made up of four voting members and a nonvoting chairperson. Every 10 years, the bipartisan agency is established for the purpose of redrawing legislative and congressional district boundaries. When redistricting is completed, the commission will close its doors. In 2021, a new commission will be appointed to ensure that Washington residents are fairly represented in Congress and the state Legislature. Visit our website at: www.redistricting.wa.gov.

POSITION SUMMARY

The Executive Director reports directly to the Redistricting Commission Chairperson. The Executive Director is responsible for the overall administration of the commission and its business. The position requires an objective, non-partisan leader who can manage and coordinate commission activities and staff, prepare and deliver presentations to the public and other redistricting stakeholders, utilize virtual and online tools to ensure continued outreach and participation as limited by COVID 19, and serve as the principal agency spokesperson to the media.

REQUIRED QUALIFICATIONS

- Ability to be objective and non-partisan
- Excellent leadership and managerial skills
- Excellent written and oral presentation skills, including experience speaking with members of the media
- Proven ability to perform well in stressful situations
- Proven human resource and financial management skills
- Knowledge of state government and inter-agency relations
- Valid driver's license or the ability to obtain upon employment
- Ability and willingness to work for extended periods of time, and travel overnight around the state

DESIRABLE QUALIFICATIONS

- Knowledge of election laws and practices
- Experience handling large public records requests, ensuring Commission compliance with the Public Disclosure Act and the Open Public Meetings Act
- Familiarity with agency rulemaking processes
- Experience with GIS software, database software (e.g. Microsoft Excel, Access)
- Experience developing or implementing a robust public outreach and engagement program, especially using digital tools (e.g. Zoom, Microsoft Teams)

COMPENSATION

The expected salary for this position is \$8,240 to \$12,539/month. The specific salary will be dependent upon the incumbent's experience and qualifications.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

APPLICATION PROCESS

To be considered for this position, please submit:

1. A letter of interest describing how your experience and qualifications relate to the position summary and required and desirable qualifications
2. A current resume with three professional references and contact information including a statement from you granting permission to contact
3. Submit electronically to: LSSHROffice@leg.wa.gov

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

The Washington State Redistricting Commission is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Black, Indigenous, people of color, immigrant, womxn, LGBTQ+ people, people with multilingual skills, people with disabilities, people over 40 years of age, veterans, military spouses or people with military status are strongly encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.