



WASHINGTON STATE  
"Your employer of choice"

Office of the Governor  
Olympia, Washington

**NOW HIRING**

Position open until filled)

## NORTHWEST WASHINGTON REGIONAL REPRESENTATIVE

### EXEMPT RECRUITMENT

The Office of the Governor is a non-represented agency. If you have applied for the Northwest Regional Representative 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

Commensurate with experience 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 below.

**Interested applicants should submit the following:**

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
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  
Attention: OFMHR  
PO Box 43113  
Olympia, WA 98504-3113  
Email: [OFMHR@ofm.wa.gov](mailto:OFMHR@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

The Inslee Administration is looking for an innovative, forward-thinking individual to join our outreach team as the Northwest Washington Regional Representative.

This position is located in Everett but will be required to be in Olympia at least one to two times a month. The Northwest Region comprises of Island, San Juan, Skagit, Snohomish and Whatcom Counties. It is expected that the Northwest Regional Representative will spend two to three days a week outside of the office traveling throughout the region to ensure the Governor's visibility in these communities, included but not limited, to Everett, Lynnwood, Bothell, Monroe, Mt. Vernon, Oak Harbor, Bellingham and Friday Harbor.

The Northwest Washington Regional Representative will be part of the governor's statewide outreach team – comprised of positions based in Vancouver, Tacoma, Seattle, Everett, and Spokane. Regional Representatives are responsible for managing strategic regional constituent and issue-based outreach.

The Northwest Washington Regional Representative will serve as the primary liaison between the Governor's Office and their region, and will be responsible for developing and maintaining relationships with various community leaders, tribes, strategic partners, elected officials, and citizens throughout Northwest Washington. Additionally, Regional Representatives are responsible for maximizing the governor's time in their regions and will staff the governor at events and meetings.

These positions report to the Deputy Chief of Staff and work across the whole enterprise including governor's office staff, cabinet directors and state agencies.

## QUALIFICATIONS AND CORE COMPETENCIES

### Preferred/desired qualifications

The ideal candidate will have:

- A minimum of 5 years outreach or other similar experience.
- Willing to travel, on occasion may require overnight stays and valid driver's license required.
- Proven ability to establish and maintain relationships with a diverse set of stakeholders and other governments.
- Proven ability to manage and motivate constituencies and coalitions.
- Attention to detail and ability to manage large quantities of data quickly and accurately.
- Outstanding verbal, written and leadership skills.
- Ability to handle multiple priorities and meet established deadline.
- Ability to work well and creatively under tight timelines, in a team environment and independently.
- Good judgment, ability to manage sensitive situations, and highly personable.

### Core competencies

- Demonstrate ability to solve problems using proven methods
- Commitment to continuously improving processes

*The Office of the Governor 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.*