

STATE OF WASHINGTON OFFICE OF THE GOVERNOR

Office of the Governor

Policy Advisor – Outdoor Recreation and Economic Development



THIS POSITION IS EXEMPT FROM CIVIL SERVICE

NOTE

The Office of the Governor is a non-represented agency.

MAILING ADDRESS

Office of Financial Management
PO Box 43127
Olympia, WA 98504-3127

EMAIL

OFMHR@ofmwa.gov

WEBSITE

<http://www.governor.wa.gov/oeo>

EMPLOYEE BENEFITS

Washington state offers a competitive benefit package that includes vacation and sick leave; health, life, and disability insurance; retirement; social security; and leave for military service.

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 this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications 711 Relay.

SALARY Depending on Qualifications + Benefits

LOCATION Olympia, Washington

OPENS October 7, 2015

CLOSES October 31, 2015. If you have applied for a previous Governor Office position and are interested in this position, please re-apply.

The top candidates will be invited to an interview to determine the finalists for this position. Since the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the mandatory and desirable qualifications of the job as they apply to their knowledge, skills, and abilities.

OVERVIEW

This position will focus on economic development issues relating to outdoor recreation which includes performing policy planning, analysis, development, and implementation consistent with the Governor's priorities. The success of this position will be based on measurable results relating to economic development strategies for increasing the number of new jobs and economic activity related to outdoor recreation. A secondary measure will be increased participation by citizens and visitors in outdoor recreation as well as increases in outdoor recreation opportunities. This position is responsible for working with outdoor recreation related businesses, the recreation industry, state and federal agencies, stakeholders, tribes, legislators and constituents to better understand the political landscape and provide informed counsel to the Governor.

PRIMARY RESPONSIBILITIES

- Anticipate, develop and implement short and long-term strategies to effectuate the Governor's vision and priorities specifically regarding economic development issues relating to outdoor recreation.
- Focus on promoting, increasing participation in, and increasing opportunities for outdoor recreation.
- Strategies for increasing the number of new jobs related to outdoor recreation.

- Analyze, track, and manage issues of statewide significance. Issues may be on-going, crisis driven, or media-driven, and may be initiated by business, state agencies, the Legislature, other governmental jurisdictions, or by significant events.
- Anticipate statewide issues that may affect or be of interest to the Governor and his administration. Brief the Governor and his executive team, as well as testify before legislative committees specifically regarding economic development and citizen participation relating to outdoor recreation issues of concern.
- Meet regularly and lead meetings with agency directors and senior staff to identify emerging issues, share perspectives, and coordinate policy direction on economic development issues relating to outdoor recreation.
 - Assist agencies with managing difficult issues.
 - Advise and/or consult with agencies and others, and/or facilitate access to the Governor.
 - Participate in work sessions to provide context and determine priorities.
- Represent the Governor and act as spokespersons with a wide variety of constituents, business, tribes, and stakeholder groups on a wide-range of issues.
- Appropriately keep the director informed of important issues and major milestones.
- Work with and negotiate on behalf of the Governor - agencies, the Legislature, stakeholders, tribes, and others to develop and pass the Governor's executive request legislation.
- Draft bills and amendments on legislation of interest to the Governor.
- Prepare briefings on economic development issues relating to outdoor recreation to the Governor, legislators, and executive staff.
- Testify before the Legislature on proposed legislation.
- Monitor bills throughout the legislative process to ensure that the Governor's interests are communicated and accomplished.
- Review and analyze agency-proposed legislation, assisting agencies with developing language consistent with the Governor's agenda and priorities.
- Analyze bills passed by the Legislature, prepare summaries of bills, provide recommendations for the Governor's signature or veto, and draft veto language when necessary.
- Keep abreast of emerging developments, identifying areas and opportunities for the Governor to pursue.
- Research state-of-the-art approaches and academic literature that may have application.
- Facilitate statewide efforts to think strategically about complex or key policy issues.
- Present options and recommendations, including an analysis and assessment of the support and opposition for each issue.
- Understand the Governor's position on various issues and speak on the Governor's behalf. Seek clarification from the Governor and his executive team, as needed.
- Brief the Governor and executives on specific issues of concern. Describe highly technical content in briefing memos and outlines.
- Prepare letters, executive orders, and other directives for the Governor's signature.
- Draft and prepare talking points and speeches for the Governor.
- Coordinate major events and attend with the Governor.
- Attend, chair, and/or staff regular meetings of a variety of task forces, committees, boards, and commissions.

- Represent the Governor on multi-state or national advisory groups, such as the National Governors' Association and the Western Governors' Association.
- Represent the Governor as appointed to various boards and advisory councils.

DESIRABLE QUALIFICATIONS

The ideal candidate will have:

- Five years of experience in the outdoor recreation industry
- Five years of experience in a related policy/political role
- Experience working in the outdoor recreation industry
- Demonstrated effectiveness in designing new initiatives and policies
- Experience managing/supervising the workload of others

Required skills

- Demonstrated passion for the outdoors and familiarity with Washington's diverse opportunities for outdoor recreation
- Recent experience briefing and engaging senior level government officials
- Managing numerous activities, production of key products, and meeting deadlines
- High-level analytical and organizational skills
- Experience developing and analyzing policy
- Leading stakeholder processes
- Experience working with and bringing together diverse coalitions for a common purpose
- Ability to travel around the state
- Ability to work independently and as part of a team
- Experience with state or federal legislative process
- Effective oral and written communication skills involving complex issues
- Competency in computer word processing and spreadsheet software.

PROCESS

Interested applicants should submit the following:

- (1) A letter of interest, describing specific qualifications for the position;
- (2) A current resume, detailing experience, education, and current salary;
- (3) A list of at least three professional references with current telephone numbers; and
- (4) Personal Data sheet www.ofm.wa.gov/jobs/datasheet.doc

Please mail or fax resume and cover letter by October 31, 2015 to:

Office of Financial Management
Email: OFMHR@ofm.wa.gov
Fax: 360-586-0051