

Temporary 2 1/2 Year Contract or Staff Position – Vermont Tax Structure Commission
Updated October 15, 2018

The Legislative Joint Fiscal Office is a nonpartisan office charged with providing assistance on revenue and budgetary matters to the Vermont State Legislature. The Legislature has created an independent Tax Structure Commission to examine options for reforming Vermont's tax system with an emphasis on the educational finance system.¹ [Click for authorizing statute](#). The Staff Director will support the Commission and manage the complex process of tax policy development in a public forum.

Primary responsibilities include:

- Provide all forms of staff support to the Vermont Tax Structure Commission and its members. Specific work will include assisting with establishing meetings, developing the agenda, identifying needed resources for the Commission, and producing Commission reports and any other work products that are within its mandate.
- Supervise and work with staff and consultants on work contracted for or requested by the Commission.
- Advise on the use of the Commission's budget, work with the Commission to develop its work plan, and be a key link between the Commission, other Legislative and Executive Branch Tax and Education Finance staff, and the Legislature.
- Work with economic modeling and models used by JFO staff, the Tax Department and consultants to provide needed support and analysis.
- Maintain awareness and understanding of State and national tax policy issues that could impact the work of the Commission.

Other job characteristics, engagement and experience:

- *Collaboration:* Extensive interaction with Legislative Council, Executive Branch department staff, agency leadership (and their representatives), members of the Legislature and legislative leadership, special interest groups, and local, state, and federal offices and other partners.
- *Communication:* Ability to write and present ideas and results in a clear and succinct manner so that legislators, other analysts, and the public can appreciate and understand the policy analysis.
- *Ability to represent the Joint Fiscal Office:* Represent the JFO in areas of expertise.
- *Technical proficiency:* Extensive experience with Excel and Word; excellent research and analytical skills, particularly with tax data.
- *Preferred Experience:* Several years of experience working in legislative or comparable environments. Preferably the individual shall have experience with state tax systems and shall have participated in at least one other study of a state tax system or present an equivalent professional knowledge base.
- *Environment:* Ability to navigate a highly political environment in a nonpartisan way with minimal supervision. Ability to work independently and as part of a team and to balance and mediate conflicting viewpoints.

¹ See Section H.17 of Act 11 of the 2018 Special Session.

Preferred Skills include:

- Advanced training and independent work in the field of public policy, economics, law, or a related field; a master's degree is highly preferred.
- Research and analytical skills using models, data, and the literature to develop support for ideas.
- Strong communication skills and writing proficiency combined with the ability to translate complex ideas into an understandable package.
- Experience supervising consultants, interns, or other staff.
- Experience working in a legislative environment in a nonpartisan manner.

Salary range: \$60,000-\$100,000

Résumés and cover letters should be sent to jfoapply@leg.state.vt.us or may be submitted by mail to the Legislative Joint Fiscal Office, One Baldwin Street, Montpelier, Vermont, 05633.

JFO will review applications beginning on October 12, 2018. The position will remain open until filled. Posted on September 21, 2018.