

Organization: Ohio Senate Democratic Caucus

Position: Director of Budget & Finance

Job Description: The Director of Budget & Finance for the Senate Democratic Caucus is responsible for providing support to members of the Senate Democratic Caucus related to state government finances, budgets, relevant legislation and legislative issues. The position reports to the Director of Policy, Budget & Finance, but also works closely with all Democratic caucus members particularly the Ranking Member on the Finance Committee, the Democratic Leader and those members serving on committees staffed by the individual.

Essential Job Functions:

State Biennial Operating and Other Budgets:

- Coordinates and oversees the state operating, transportation and capital budget processes for the caucus under the direction of the Democratic Leader & ranking member on the Finance Committee.
- Works to advance Senate Democratic Caucus priorities during these budget processes.

Committee Assignments:

- Provides support for Democratic members on the Senate Finance Committee, the State Controlling Board and other committees as assigned.
- Coordinates committee work with the Director of Policy, Budget & Finance, the ranking member of each committee and their staff to ensure advancement of Caucus members' bills and amendments in committee. This includes assisting members and staff with drafting amendments to legislation pending in assigned committees.
- Follows all aspects of committee proceedings, including all bills assigned to committee.
- Produces committee-briefing memos prior to meetings, floor reports on bills reported from assigned committees, and other work product as needed for members.
- Assists committee ranking members when presenting bills and issues in caucus meetings.

Policy and Legislation:

- Provides review and analysis for legislation that includes appropriations.
- Works with members and staff to develop and secure passage of legislation and policy.
- For assigned committees and budget/finance issues, serves as a liaison with the Senate Majority staff, House Democratic Caucus staff, statewide offices, other interested parties and advocates to communicate and/or receive policy information.

Bill Drafting and Research:

- Makes bill drafting, amendment and research requests to the Legislative Service Commission on behalf of the Democratic Leader and members as necessary.
- Works with the Legislative Budget Office, the Office of Budget and Management and other executive agencies on issues pertaining to finance and taxation regarding budget issues, revenue projections, and other related matters.

Communications:

- Answers policy questions and assists in preparing talking points, background information and speeches for the Democratic Leader and members.

Training:

- Provides introductory fiscal training to new staff as well as ongoing staff trainings.

Education/Experience:

- A minimum of a bachelor's degree is required. The applicant must have at least three years of legislative experience. Additional education and budget experience is preferred.

Skills and Knowledge:

- Thorough knowledge of the legislative budget process and familiarity with how the Ohio General Assembly interacts with federal, state and local governments.
- Excellent oral and written communication skills.

Benefits:

- Senate employees participate in [the Ohio Public Employees Retirement System](#) as well as [the Ohio Deferred Compensation Program](#), and qualify for [medical, dental, vision and life insurance benefits for exempt employees through the state of Ohio](#).
- Ohio Statehouse parking is provided.

Applicants should submit their resume, cover letter and up to two writing samples to Breanna Stabler, Administrative Assistant, Breanna.Stabler@ohiosenate.gov.

Applications will be accepted until the position is filled, but should be submitted with all required materials by February 23, 2024, for priority consideration.