



OFFICE OF THE STATE AUDITOR

DIRECTOR OF EXTERNAL AFFAIRS

Posting Number 2015-07

SALARY RANGE (CSA995 – Grade 16): \$67,421.07- \$101,131.61 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The primary mission of the Director of External Affairs is to promote the work of the Office of the State Auditor (OSA) within state government, among all the branches, and outside of state government, with stakeholders such as municipal officials and public policy researchers and advocates. In this effort, the Director of External Affairs works closely with the Auditor and senior staff, the directors of the OSA's divisions, and the communications team.

He/she engages with state and local government offices, business groups, community organizations, and individual members of the public to help them understand the work of the OSA, including audit reports, decisions of the Division of Local Mandates, and other work of the office. Through this interaction, he/she also helps develop and advance the Auditor's legislative package, public policy priorities, and budget issues.

SUPERVISION RECEIVED

The Director of External Affairs reports to the Chief of Staff.

SUPERVISION EXERCISED

The Director of External Affairs supervises the External Affairs Coordinator and External Affairs Assistant.

DUTIES AND RESPONSIBILITIES

- Works in the executive office as a member of the senior staff and as a visible internal and external representative of the Auditor;
- Provides leadership and supervision for the External Affairs Unit, including the development of the Unit's strategy;
- Promotes an understanding of the work of the OSA within state, county and local government and works to advance the Auditor's legislative package, funding requests, and public policy priorities;
- Promotes the mission of the office, ensuring that all audiences understand the OSA emphasis on integrity, accountability, professionalism, efficiency and effectiveness and transparency;
- Works with constituency groups and members of the public to advance an understanding of the function of the OSA within state government and to inform them of relevant audits and other reports or actions the office of the OSA;
- Monitors and analyzes legislation and other public policy initiatives that have an impact on the work of the OSA and makes recommendations for action to senior staff;
- Ensures that the Auditor is properly prepared for her responsibilities on boards and commissioners of which she is a member, such as the Municipal Finance Oversight Board and the Inspector General's Council, etc.; and
- Collaborates with Communications staff to draft testimony for public hearings, speeches, and other official communications and to help maintain consistent messaging regarding the OSA's mission and vision.

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- Bachelor's degree with 7 - 10 years of progressively responsible experience in community relations, public policy analysis, communications, public policy advocacy or management.
- Experience in effectively managing multiple projects in a fast-paced, demanding environment and managing competing priorities and demands.



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- Experience with preparing and presenting informational or educational programs, preferably to diverse types of audiences.
- Ability to synthesize diverse information to develop recommendations regarding the OSA's position, priority and actions on bills with potential to affect the OSA.
- Exceptional written, verbal and interpersonal communication and listening skills, including but not limited to the ability to communicate persuasively and dynamically about the OSA and its programs.
- Proficiency with MS Office products (Excel, Word, PowerPoint) and with legislative tracking software such as InstaTrac.
- Consistent drive and ability to take ideas from vision to implementation.
- Team member with strong interpersonal skills; able to work with a broad spectrum of colleagues and partners.
- Ability to think and plan strategically, with a management style that addresses and solves issues as they arise.
- Working understanding of the structure and functions of the Massachusetts State Legislature, Executive Branch agencies and Constitutional Offices.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Experience in developing communications and/or advocacy strategies at the local, state, or federal level and in getting results.
- Bachelor's Degree required, however, preference is for an advanced degree or other advanced certification in a field related to politics, public policy, law and/or government auditing or oversight.
- Proven success in developing mutually beneficial relationships with internal and external partners.

Salary is commensurate with experience.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than April 8, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#).

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.