

Job Posting: Government Affairs Officer

The State Ethics Commission is an independent state agency that administers and civilly enforces the conflict of interest and financial disclosure laws. The Commission's mission is to foster integrity in public service in state, county, and local government, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties. The Commission strives to accomplish this mission through educational programs, clear and timely advice, and fair and impartial interpretation and enforcement of the conflict of interest and financial disclosure laws. Please visit our website for more information at <https://www.mass.gov/orgs/state-ethics-commission>.

Description:

The State Ethics Commission is seeking a highly capable person with outstanding communication and people skills, facility with numbers, and substantial policy and legislative affairs experience to play a vital multi-faceted role on the Commission's Administration Team. Under the direction of the Executive Director, and in consultation with the Chief Financial Officer and/or the General Counsel, the Government Affairs Officer will manage government affairs for the Commission relating the Commission's budget and proposed legislation or Executive Branch action relevant to the Commission. The GAO will have additional responsibilities relating to the Commission's public education and training programs, including the new online training program and learning management system (LMS), and the Commission's new Legal Case Management System (LCMS). This management position reports directly to the Executive Director.

Responsibilities:

- Support the Commission's policy priorities by identifying opportunities to advance them through legislative initiatives and collaborations with elected and appointed state, county, and municipal officials and employees and their employing agencies
- Develop and implement effective government relations strategies and build and maintain relationships with key stakeholders and various government agencies
- Serve as the Commission's subject matter expert on the state legislative process, including the budget process
- Provide the Executive Director, General Counsel, and CFO with timely updates on pending legislation and budget matters
- Maintain and foster good working relationships between the Commission and the General Court's Members and Committees, including the Senate and House Ways and Means Committees, and their respective staffs
- Maintain and foster good working relationships between the Commission and the Executive Office of Administration and Finance and its staff
- Coordinate the Commission's annual budget process by working with the CFO and the Executive Director to ensure that the Commission meets deadlines for budget maintenance requests, spending plans, and mid-year budget submissions

- Prepare memoranda, briefing documents, correspondence, budget testimony and narratives, and other budget related communications as required and/or requested by the Executive Director
- Advise the Executive Director on interactions with Senators, Representatives, and Executive Branch officials, and arrange and schedule meetings for the Executive Director with legislators and officials
- Support the Commission's education and training programs, LMS, and LCMS, as directed by the Executive Director
- Perform other tasks and projects assigned by the Executive Director

Employees of the State Ethics Commission are required to observe strict confidentiality requirements. The Government Affairs Officer must understand and comply with all confidentiality restrictions applicable to Commission employees.

Qualifications:

Required

- Outstanding written and spoken communication skills
- Ability to communicate effectively using numbers and other data
- Ability to clearly explain complex policy, financial, budgetary, and legal concepts to diverse individuals and groups
- Very strong analytical, mathematical, and reasoning skills
- Ability to work both independently and collaboratively
- Ability to establish and maintain effective working relationships with a wide variety of persons
- Ability to present complex legal and governmental policies and procedures in clear, understandable written and spoken communications
- Ability and desire to handle multiple projects simultaneously
- Commitment to government service and good government
- Sound judgment
- Honesty and integrity

Preferred

- Experience working for the Great and General Court of the Commonwealth of Massachusetts
- Substantial knowledge of Massachusetts state legislative process, including the state budget
- Excellent working relationships within Massachusetts state government
- Solid management skills
- Knowledge of Massachusetts conflict of interest financial disclosure laws
- Experience presenting information in Microsoft Word, PowerPoint, and Excel
- Good sense of humor and positive attitude

Minimum Requirements:

Applicants must have:

- Six or more years of full-time (or its equivalent) state, federal, and/or municipal government employment experience during which they demonstrated their possession of the above-listed required qualifications

Substitutions:

- Academic degree(s) in a relevant area of study may be substituted for up to three years of the required employment experience.

In-Office Work Requirement:

- The Government Affairs Officer is eligible to participate in the Commission's telecommuting/hybrid work program under which most Commission employees are allowed to work remotely for part of their weekly schedule, however, the GAO must be willing and able to work in the Commission's office as requested by the Executive Director

Salary:

The salary range for this position is \$70,000 to \$110,000 annually depending on experience and qualifications. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

How to Apply:

Persons interested in being considered for this position should submit a cover letter and resume in confidence to David A. Wilson, Executive Director, at resume@mass.gov. Resumes submitted without a cover letter will not be considered. First consideration will be given to those candidates who apply within the first 14 days of this posting.

This position has also been posted on the MassCareers Job Opportunities website at: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2400016T>.

The State Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.

Date Posted: January 29, 2024