

WSIPP Job Recruitment Associate Director

Closes: August 20, 2018

Salary: DOQ

Special Note

This is a full-time overtime-exempt, "at-will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

Washington State Institute for Public Policy Profile

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of nonpartisanship, quality, and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

Position Purpose

The Associate Director supervises and oversees WSIPP's research portfolio, ensuring the successful, timely, and high-quality completion of legislative and Board-directed assignments. The Associate Director works closely with the Director and Operations Manager to manage the WSIPP budget, allocate resources and staff workloads appropriately, and hire new staff when needed.

The Associate Director also works with the Research Manager to support the smooth conducting of the internal technical review process and the ongoing development and utility of technical workgroups.

The Associate Director develops relationships with external parties, such as the WSIPP Board of Directors, state legislative members and staff, state agency leadership, and other outside parties wishing to draw on WSIPP expertise. The position involves close consultation with state legislative members and staff. The Associate Director must be able to step in for the Director in the Director's absence, and to represent WSIPP in all required contexts.

The Associate Director supervises Senior Research Associates (and Research Associates IIs) who conduct quantitative research on public policy topics. Supervisory responsibilities include training and development, evaluating performance, planning and assigning work, resolving grievances, and taking corrective action.

Nature and Scope

The Associate Director spends roughly 20% of their time supervising at least six full time researchers, 40% leading and overseeing internal WSIPP functions such as workload planning, policy development, developing internal and external relationships, and 40% coordinating and overseeing the development, conduction, and completion of high-quality quantitative research.

Essential Functions

- Supervision:
 - Participates in selecting staff, including reviewing applicants' credentials and conducting interviews.
 - Evaluates employee performance and prepares performance appraisals.
 - Negotiates compensation with employees according to standard guidelines.
 - Assesses the training and development needs of staff and arranges for or provides instruction.
 - Resolves staff issues, recognizes and disciplines employees.
 - Counsels employees in work-related activities and career development.
- Organizational oversight:
 - Assists in the development of new projects, including developing project designs, staffing patterns, timelines, and budgets.
 - Allocates resources and workload across projects, with input from the Director, Operations Manager, and Research Manager.
 - Works with Director and Operations Manager to manage organizational budget and ensure that projects' expenditures are in balance with allocations.
 - Works with Director, Operations Manager, and Research Manager to develop and support vision for the organization as well as policies and procedures for the organization.
 - Contributes to the long-run development of the Institute and to assuring that the expertise it generates is appropriate to the future needs of the state.
 - Leads recruitment of new researchers
 - Acts as Director in Director's absence.
 - Represents WSIPP to external organizations and the legislature.
- Research:
 - Coordinate research activities across policy areas and projects, with support from the Research Manager, Operations Manager, and project leads.
 - Track timelines and progress of all projects and adherence to budget; work with Research Manager and project leads to flexibly adjust scope as necessary.
 - Review and edit reports prior to their publication, be able to present findings to the legislature and other audiences.
 - Conduct and contribute to research projects as needed.

Additional Duties

- Complete other projects upon request. The work portfolio may vary depending on new legislative assignments.
- Develop and maintain strong working relationships with relevant stakeholders.

Knowledge, Skills, and Abilities

- Works diplomatically, professionally, and in a nonpartisan manner on controversial issues.
- Ability to represent WSIPP in all necessary settings, in state, national, and international forums.
- Oversees and coordinates multiple research plans.
- Coordinates and plans multi-faceted, long-term projects.
- Possesses strong presentation, public speaking, and written skills for both technical and lay audiences. Presents and expresses ideas and information effectively and concisely in both oral and written formats.
- With all audiences, listens to and comprehends what others are saying; shares information with others to facilitate the open exchange of ideas and information; is open, honest, and straightforward with others; provides a complete and timely explanation of issues and decisions in a manner appropriate for the audience.
- Ability to work across multiple disciplines and with a variety of state agency partners.
- Displays knowledge of the roles, responsibilities, and duties of supervisors, project leads, and researchers; accurately assesses how own work and performance of duties affects others; and supports and promotes organizational decisions and policies.
- Is aware of, responds to, and considers the needs, feelings, and capabilities of others; deals effectively with others in favorable and unfavorable situations regardless of their status or position; accepts interpersonal and cultural differences; manages conflict/confrontations/disagreements in a positive manner that minimizes personal impact, to include controlling one's own feelings and reactions; and provides appropriate support to others.
- Develops and evaluates alternative courses of action; makes decisions based on correct assumptions concerning resources and guidelines; supports decisions or recommendations with data or reasoning; defines and implements solutions to problems; and recognizes when no action is required.
- Makes decisions, renders judgments, and takes action on difficult or unpleasant tasks in a timely fashion, to include the appropriate communication of both negative and positive information and decisions.
- Establishes work standards and expectations for self and others. Appropriately assigns/delegates work and authority to others in the accomplishment of goals. Keeps goals and objectives in sight at all times, monitors progress toward goals, and works to overcome barriers and obstacles.
- Provides coaching, advice, and assistance as required; e.g., helps staff overcome obstacles and deal with problems. Assesses contributions and performance of employees; provides appropriate recognition, and deals with problems as they arise. Instill a sense of pride in others in the job at hand.

Minimum Qualifications

- Master's degree or Ph.D. in relevant discipline—economics, public policy, education, political science, psychology, sociology, or closely related field.
- Five years of experience communicating with audiences of policymakers.
- Two years of experience supervising at least five staff.
- Two years of experience managing multiple, complex projects and their budgets.

Desired Qualifications

- Five years of experience conducting applied public policy research in a non-partisan setting.
- Work experience in Washington State Government.
- Experience working with the Washington State legislature.
- Experience managing organizational budgets.
- Experience with project-based budgeting.

Work Environment

The Associate Director works in an office environment with occasional meetings in a group setting. Flex scheduling is allowed, and a limited telecommuting schedule may be approved by the Director.

Conditions of Employment

Must provide proof of identity and employment eligibility within three days of beginning work.

To Apply

Please visit to <https://evergreen.peopleadmin.com/postings/1980> apply.