

**Coordinator
Legislative Budget Office
Minnesota State Legislature**

The Coordinator position will assist with coordination of the [Legislative Budget Office \(LBO\)](#), a newly created non-partisan joint legislative staff agency established to provide the House of Representatives and the Minnesota Senate with accurate and timely information on the fiscal effect of proposed legislation. This position will be the primary first point of contact for the fiscal note tracking system and fiscal note requests to ensure notes are appropriately assigned to agencies, a uniform and consistent process is used and fiscal notes are monitored for completion. Additionally, this position will assist the LBO Director with coordination of the overall operations of the LBO, manage the local impact note process and will be assigned a budget area to oversee.

This is an unclassified, non-partisan, full time, benefits eligible position with a recruitment salary range of \$58,200 - \$77,600. Starting salary will be commensurate with skills and experience. The full job posting and position description are available at: <http://www.lcc.leg.mn/jobs> or call 651.296.0099 to request a copy. For more information about the Legislative Budget Office go to: <https://www.lbo.leg.mn/lbooc/>.

To ensure consideration, email a resume with cover letter that must be received by 4:00 PM, November 14, 2018 to lcc@lcc.leg.mn or mail to: LBO Coordinator Search Committee, Legislative Coordinating Commission, 72 State Office Building St. Paul, MN 55155. An Equal Opportunity/ADA employer.