

OKLAHOMA SENATE

JOB POSTING

Fiscal Analyst / GIS Specialist

The Oklahoma Senate is receiving applications and resumes for the position of Fiscal Analyst/GIS Specialist (see attached job description).

Responsibilities of the Fiscal Analyst / GIS Specialist include:

- Detailed analysis of state agency budget work programs, budget requests, and program performance measures and outcomes.
- Draft appropriation bills and prepare summaries of agencies under appropriations subcommittee jurisdiction as assigned.
- Conduct research and prepare written reports concerning issues relevant to appropriations subcommittee assignment.
- Attend and assist the assigned subcommittee. Assist the subcommittee chair by formulating subcommittee agendas and conducting subcommittee meetings.
- Provide staff support for various subcommittees of the Senate Appropriations Committee and the associated state agencies.
- Design databases and maps for internal and external use.
- Maintain geographic datasets and GIS applications.
- Other tasks and special projects may be assigned on an as-needed basis.

Experience, knowledge, and skills for the ideal candidate:

- Bachelor's degree from an accredited college or university is required. Completion of a GIS degree is preferred.
- Proficiency in GIS applications is required.
- One (1) year of previous experience in Tableau Desktop is preferred.
- One (1) year of previous experience in legislative work with governmental or private entities, or with institutions relevant to areas of assignment is preferred, but not required for initial employment.
- A team player who is not afraid of hard work and the ability to work under pressure of deadlines. The candidate should be able to work flexible, sometimes long hours during the legislative session;
- Good communicator who enjoys working with others in a collaborative setting;

Salary:

- Salary range is commensurate with education and relative work experience. Full state employee's benefit package included.

Please email your resume to:

hrsenate@oksenate.gov

OR mail or deliver to: Oklahoma State Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Ste 309.1C, Oklahoma City, OK 73105-4808.

Open: 10/15/2024
Close: 11/15/2024