



March 15, 2023

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Computer Systems Assistant/Mapping Specialist. Applicants should send a resume and cover letter to the Computer Services Division Director, Legislative Services Agency online at www.legis.iowa.gov/careers. The Legislative Services Agency is an equal opportunity employer. Application deadline is April 15, 2023.

Computer Systems Assistant/Mapping Specialist

This nonpartisan position will manage and analyze mapping related data, check map boundaries, and assist in the creation of legislative district maps. The position will also assist in the management of various software and process improvement projects and be part of the help desk team that answers help desk communications, provides chamber support and assists in testing in-house custom applications. The position requires excellent customer service skills, communication and critical thinking. The ability to concentrate and perform meticulous, repetitive work, and to work well with others under short deadlines is essential. Working knowledge of creating maps or Geographic Information Systems (GIS) is required. Knowledge or experience with Agile methodologies is preferred but not required. Overtime work is mandatory. Starting biweekly salary is \$1,632. This is a full-time position with paid vacation, sick time, and holidays; a defined benefit retirement plan; and health, dental, vision, and long-term disability insurance along with flexible spending accounts. Partisan political activity and legislative issue advocacy are prohibited.

Systems Analyst — 24

This is an entry level position.

Qualifications, Skills, and Ability:

- Two or more years of experience in a computer-related field or two years of higher education from a college or university.
- Previous customer service experience preferred.
- Knowledge of computer systems, hardware, and software.
- Knowledge of data processing theory.
- Experience using software applications for document processing and publication.
- Good problem solver.
- Excellent communication skills and ability to speak with nontechnical users.
- Ability to gain knowledge of the legislative process and state government.
- Ability to multi-task in a fast-paced environment and meet deadlines with supervision.
- Dedication to learning new technologies.
- Knowledge of computer systems, hardware, and software preferred.
- Knowledge of data processing theory preferred.
- Self-driven; able to work alone as well as within a team environment.
- Ability to work closely with team members to meet specific needs of the legislators and legislative agencies.
- Employees in this position must possess the ability to be cross-trained and to perform related duties included in the Computer Systems Analyst job series.
- Night, weekend, and holiday work occasionally required, especially during the Legislative Session.

Duties:

- Develop and integrate Internet and Intranet information and documentation.
- Test new applications, including specialized programming for the Legislature and the public.
- Maintain and modify various Microsoft Office Templates/Macros.
- Provide technical assistance and training regarding personal computers and software to legislators and staff.
- Assist in setting up computer systems running Microsoft Office and Windows OS.
- Provide reference for users by writing and maintaining user documentation.
- Prepare written material and provide training classes for legislative users on new and existing software and products.
- Staff the Legislative Computer “Help Desk” and be the first level of phone support for all legislative users.
- Staff, if assigned, the Help Desk located in each chamber by assisting with any computer-related issues or problems during session.
- Test new applications, including specialized programming for the Legislature and the public.
- Duties are accomplished with general supervision from an experienced Computer Systems Analyst (1, 2, 3, or Senior), and/or Division Supervisor.
- Overtime may be required with limited compensatory time provided.