



**Timothy C. McDermott**

Director

State Capitol

Des Moines, IA 50319

Phone: 515.281.8090

Email: [timothy.mcdermott@legis.iowa.gov](mailto:timothy.mcdermott@legis.iowa.gov)



---

**November 10, 2023**

**NOTICE OF VACANCY**

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Division Administrator in the Computer Services Division. Applicants should send a resume and cover letter to the Director, Legislative Services Agency online at [www.legis.iowa.gov/careers](http://www.legis.iowa.gov/careers). The Legislative Services Agency is an equal opportunity employer. Application deadline is December 4, 2023.

Computer Services Division  
Division Administrator

This nonpartisan position will assist the Computer Services Division Director in supervising all work of the Computer Services Division. The position requires excellent analytical and communication skills; the ability to multi-task; the ability to consistently meet deadlines; strong leadership abilities; demonstrated, effective interpersonal skills with agency management, project improvement office staff, and stakeholders; and the ability to both comprehend and correctly execute direction with minimal error. The ability to concentrate and perform meticulous work and to work well with others under short deadlines is essential. Overtime work is required with partial compensatory time provided. Biweekly salary range is \$3,769 to \$5,360 depending on experience. Partisan political activity and legislative issue advocacy are prohibited.

## **Computer Services Division Administrator**

*This is a supervisory position.*

### Qualifications, Skills, and Ability:

- Must qualify as a Senior Computer Systems Analyst, Developer, or Engineer. Extensive experience may be substituted.
- Must be able to work well with and communicate effectively with legislative leaders, legislators, legislative staff, stakeholders outside of the legislative branch, contract workers, and LSA staff and management.
- Must be an organized and meticulous worker.
- Possess flexibility and willingness to learn and adapt new techniques to the functions of the Division.
- Be able to delegate to, train, mentor, motivate, and work with others.
- Be able to meet deadlines and effectively perform multiple tasks during the same period of time.

### Duties:

- Perform all duties under the direction of the Division Director.
- Lead and supervise major division work projects.
- Perform administrative duties within specific areas as delegated by the Division Director.
- Act as division representative in absence of the Division Director, or as designated by the Division Director.
- Perform duties equivalent to a Senior Computer Systems Analyst, Developer, or Engineer as needed.
- Must perform all duties with minimal direction by the Division Director.
- Overtime is required with partial compensatory time provided.