

July 23, 2021

NOTICE OF VACANCY

Applications are being taken by the Legislative Council of the Iowa General Assembly for the position of Director of the Iowa Legislative Services Agency. Applicants should send a resume and cover letter by 5:00 p.m. on September 3, 2021, online via the Iowa General Assembly's website: <https://www.legis.iowa.gov/careers>. The Legislative Council is an equal opportunity employer.

DIRECTOR OF THE IOWA LEGISLATIVE SERVICES AGENCY

The position involves leading and managing the Legislative Services Agency. The nonpartisan staff provides legal drafting and research services, fiscal analysis of legislation, state expenditures, revenues, and budget review. As well as staffing of legislative committees, publishing the state's official laws and rules, operating the legislative computer and information technology systems, and providing legislative information and Capitol tours to the public.

The director's duties include the employment, training, and supervision of more than 100 professional and administrative employees, supervision of outside service providers, and agency budget preparation and administration.

Desired attributes include the ability to work effectively with legislative leaders, legislators and their staff, legislative, executive, and judicial branch personnel, lobbyists, members of the media, and the public. Also, the ability to provide nonpartisan expert information in a political environment, thorough knowledge of legislative processes and policies, and government organization and finance. Effective oral and written communication skills are required.

Minimum qualifications include 10 years of experience in a legislative organization or a related environment that provides or directs legal, fiscal, or information technology services. Candidate skills shall include designing and executing a budget. Candidate shall also demonstrate excellent leadership, management, and analytical skills. Experience working for the Iowa Legislature is preferred. A higher education degree in law, finance, public administration, or a related field is preferred.

Partisan political activity and advocacy of issues subject to legislative debate are strictly prohibited. Annualized salary range \$114,744 to \$162,801 dependent upon qualifications.