



NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Capitol Tour Guide Supervisor. Applicants should send a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. Applications will be accepted through September 25, 2023.

TOUR GUIDE SUPERVISOR

The full-time position involves providing supervision of the tour guide operation, coordinating with the operation of the Legislative Information Office, providing information to the public relating to actions and procedures of the General Assembly, assisting in the dissemination of nonpartisan materials, conducting tours of the State Capitol, supervising and scheduling tour guide operations, communicating with groups interested in touring the State Capitol, supervising formal communications with legislators and staff, supervising the research of historical information, creating and displaying educational displays relating to the State Capitol and the history of the State of Iowa, assisting in the management of the gift shop, and assisting in the development and maintaining of gift shop inventory. The ability to communicate in a clear, concise, and nonpartisan manner; the ability to understand and effectively communicate legislative and other governmental procedures; and knowledge of computer systems are required. A bachelor's or master's degree or equivalent experience is preferred. Previous tour guide and docent work is required. Biweekly salary begins at \$1,545 depending on experience. Partisan political activity and legislative issue advocacy is prohibited. Some overtime is required with partial compensatory time provided.