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NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Computer Services Division Director. 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 must be received by August 16, 2021.

COMPUTER SERVICES DIVISION DIRECTOR

The nonpartisan position involves leading, managing, and overseeing the work of the Computer Services Division including the operation of the legislative computer and information technology systems, software, and products. The position requires excellent leadership, analytical, and interpersonal skills. The ability to handle and manage heavy workloads under extremely short deadlines is essential. Overtime work is required. Comprehensive knowledge of the General Assembly's work procedures and products and an advanced degree or certification in an information technology field or area of study is desired, but not required. The annual salary range is \$90,833 to \$129,188, depending on qualifications and prior experience. Partisan political activity and legislative issue advocacy are prohibited.

Legislative Services Agency Legal Services Division

Job Description

Computer Services Division Director. Salary Rate - Grade 41 or 43

This is a supervisory position.

Qualifications, Skills, and Ability:

- Must qualify as a Senior Computer Systems Analyst, Senior Computer Systems Developer, or Senior Computer Systems Engineer. Extensive experience may be substituted. Supervisory experience is required.

Other qualifications are same as Computer Services Division Supervisor. In addition, must possess the following:

- Comprehensive knowledge of the Legislature's work procedures and products.
- Knowledge of budget management and organizational analysis.
- Ability to establish and maintain effective working relationships with legislators, high-level government officials, special interest groups, and the mass media.
- Ability to make oral and written reports and presentations clearly and concisely.
- Ability to identify staff training needs and recommend to the Agency Director alternatives to accomplish the training.

Duties: Same as Division Supervisor, but in addition:

- Assist in planning and coordinating activities of the Computer Services Division, including overseeing the development, testing, maintenance of appropriate infrastructure and computer application programs and databases for the Legislature, including the mainframe, LAN, Internet, and Intranet websites.
- Supervise and evaluate staff as assigned by the Agency Director.
- Develop and set internal agency policies as approved by the Agency Director.
- Prepare internal agency budget estimates and authorize purchase requests with approval of the Agency Director.
- Prepare reports for the Legislative Council, and related Council committees, as assigned by the Agency Director.
- Advise, evaluate, and allocate workload of Division Supervisors and senior staff.
- Act as liaison to all divisions within the LSA and to others outside the LSA.
- Work closely with the Agency Director, other Division Directors, Administrators, and Supervisors to maintain and develop office policies and procedures.
- Participate in hiring and training of new employees.
- Make oral presentations on the legislative computer system, software, and products to various parties including legislators, staff, state agencies, professional organizations, special interest groups, classes, etc.
- Perform the functions of the LSA Director in the Director's absence.
- Meet with members of the General Assembly and legislative leadership.