



600 State Office Building
St. Paul, MN 55155
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www.lcc.mn.gov

**Minnesota Legislature
Legislative Coordinating Commission
Information Systems Manager**

The Legislative Coordinating Commission (LCC) is seeking a talented individual to provide nonpartisan management within a team of talented individuals that work on:

1. the development and maintenance of information systems and computer operations for legislative commissions
2. spatial analysis and map production
3. data and technical evaluation for the legislature during the decennial redistricting cycle
4. maintaining the repository for statewide boundary information related to the census and redistricting

The Information Systems Manager position is a full-time benefits eligible position. **Interested applicants must submit a cover letter and resume to the IS Manager Search Committee at lcc@lcc.mn.gov** or mail to IS Manager Search Committee, Legislative Coordinating Commission, 600 State Office Building, St. Paul, MN 55155. Cover letters and resumes should be submitted by 4:00 p.m. on October 6, 2023, to ensure consideration. If you have specific questions, please contact Michelle Weber, Executive Director, at (651)296-2963 or michelle.weber@lcc.mn.gov.

The LCC will determine a starting salary based on the successful applicant's qualifications. The recruitment range for the position is \$98,084 to \$120,000. The position description for this unclassified, non-partisan, full-time position is available at <https://www.lcc.leg.mn/jobs/> or call 651.296.0099 to request a copy.

Minimum Qualifications

1. Education. Bachelor's Degree in Computer Science, GIS, or related field. Training in Linux administration, web programming including PHP, JavaScript or similar; **and**
2. Experience.
 - a. Three years minimum experience with Linux administration, GIS software including ArcGIS, Maptitude, PostGIS Python and QGIS, web programming, and database administration including PostgreSQL.
 - b. Three years minimum experience with staff supervision or serving in a lead role.
3. Substitutions:
 - a. Five years of relevant work experience in progressively responsible professional work in GIS may substitute for the education requirement.

- b. J.D. or Master's degree in Computer Science, GIS, or related field and at least two years of relevant work experience may substitute for the three years of professional experience.
- 4. Knowledge, skills, and abilities assessed during the selection process:
 - a. Knowledge of Linux administration, GIS software including ArcGIS, Maptitude, PostGIS and QGIS, and web programming, including PHP, JavaScript and Python.
 - b. Skilled in database administration including PostgreSQL and MySQL.
 - c. Background sufficient to serve as a non-partisan staff resource in a political environment.
 - d. Ability to work in a wide range of situations and be flexible.
 - e. Ability to represent the LCC Technology Services and the LCC to the public and the legislature.
 - f. Ability to be self-directed, initiate and manage projects and conduct research to evaluate the value IT investments to the LCC and legislative commissions.

Desired Qualifications

- 1. Advanced degree in GIS, Computer Science, law, public policy, or a related field.
- 2. Experience working in a legislative or legislative-type (e.g., city council, county board, state government) setting.
- 3. Working knowledge of state government.
- 4. Professional experience in a leadership capacity.

Why work for the LCC?

The LCC is a nonpartisan joint office serving legislative members and staff with diverse perspectives and backgrounds. LCC staff provide a wide variety of services to the Senate, House of Representatives, and joint offices and commissions.

Positions in the LCC received a **comprehensive benefits package**.

Comprehensive Benefit Package

The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

The LCC recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate
- Optional vacation leave and sick leave bank credits offered to new employees
- 9 paid holidays and 2 floating holiday each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LCC staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

The LCC values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

An Equal Opportunity/ADA employer

