

### **Position Description**

**Title:** IT/GIS Specialist – Limited Term  
**Department:** Legislative Coordinating Commission, Information Systems Office  
**Reports to:** Information Systems Manager  
**Job Level:** 5  
**Date:** September 11, 2023  
**Working Title:** Information Technology (IT) Analyst

#### **Primary Objective:**

The Legislative Coordinating Commission Information Systems Services Office is a non-partisan office responsible for desktop and application support to the joint offices and commissions as well as the development and maintenance of geospatial databases, serving as the repository for statewide legislative and congressional district boundary information. The IT Analyst serves in a limited term position to provide support for commission meetings and desktop support to staff. The IT analyst will assist with map production including posters and atlases as well as ad hoc map requests.

#### **Responsibilities & Tasks:**

##### **A. Technical Support**

- a. Assist with technical support for IT equipment (PCs/laptops, printers, plotters, telephones, software, hardware, Teams Room) for the LCC & commissions by providing support over the phone/web and in person.\*
- b. Assist with hardware maintenance and replacement including desktops, laptops, printers, phones, and other desktop devices.
- c. Provide support for SharePoint/Teams/all Microsoft Suite products for LCC & Commissions.\*
- d. Serve as an additional YouTube & Zoom administrator for the LCC.\*
- e. Provide audio/visual setup and support for the LCC & commission meetings.  
Provide YouTube/Zoom streaming for the LCC & commissions
- f. New User setup and orientation including workstation setup and software installations, telephone, network printing.\*
- g. Assist in provide Training in IT equipment and software.\*
- h. Train staff on accessing remote work capabilities.\*
- i. Assist in maintaining web pages for other commissions.\*

##### **B. Geographic Information Services Responsibilities**

- Assist in map requests, analysis and report building.\*
- Assist in maintaining GIS Office web pages including maintenance of interactive map

applications.

**C. Perform other duties as assigned.**

**Budget Responsibility:** No direct budget oversight.

**Supervisor Responsibility:** none

**Working Conditions/Physical Demands:**

- May need to work occasionally in the evening when providing technical support to commissions.
- Walks and transports materials across floors and buildings.
- Must be able to lift 50 pounds from floor to a height of approximately 36 inches.

**Minimum Qualifications:**

1 year minimum experience with desk top application support, including programming, database administration, web development skills, systems administration, writing and communication skills.

**Education/Training/Licenses/Certifications:**

Associate degree in Geography, Computer Science, or related field. 3 years of experience may substitute for the degree requirement.

**Preferred Qualifications:**

Bachelor's degree. Training in ArcGIS, QGIS, or other relevant GIS software. Programming skills with PHP, JavaScript, SQL, or other industry standard programming languages and understanding of HTML and CSS. System administration skills with Windows and Linux servers.

*\* Denotes Essential functions under the ADA.*