

Minnesota Legislature
Legislative Coordinating Commission

Title: Information Technology (IT)/Geographic Information System (GIS) Specialist
Limited Term Temporary

Department: Legislative Coordinating Commission, GIS (LCC-GIS)

Reports to: Information Systems (IS) Manager

Range: 5

Date: February 6, 2026

Working Title: IT/GIS Specialist

FTE: 1 FTE

Primary Objective:

The Legislative Coordinating Commission Information Services Office is a non-partisan office responsible for the development and maintenance of geospatial databases and is the repository for statewide legislative and congressional district boundary information. The IT/GIS Specialist is responsible for the development of map products including posters and atlases as well as ad hoc map requests. The IT/GIS Specialist will also be the main person responsible for the Block Boundary Suggestion Program, part of the Census Bureau's Redistricting 2030 data program. This position also provides technical support to Joint Offices and Commissions staff.

Responsibilities & Tasks:

A. Census Redistricting Data Program (55%)

- Serve as lead person for Block Boundary Suggestion Program (BBSP) and Voting District Project (VDP).
- Participate in redistricting outreach and follow-up on information requests.
- Coordinate efforts between county and local government to discuss boundary changes.
- Participate in training on performing geographic updates and submit data to the Census.
- Coordinate with Secretary of State staff on voting district changes.

B. Technical Support (25%)

- Serve as Technical Support for all IT equipment (PCs/Laptops, printers, plotters, telephones, software, hardware, Teams Room) for the LCC and Commissions by providing support over the phone/web and in person. *
- Maintain or replace users' hardware including desktops, laptops, printers, phones, and other desktop devices.
- Serve as YouTube and Zoom administrator for the LCC. *
- Provide audio/visual setup and support for the LCC and Joint Offices and Commissions meetings.
- Provide YouTube/Zoom streaming for the LCC and Joint Offices and Commissions.
- Assist with development of commission websites.

C. Develop Map Products (15%)

- Respond to requests for maps from legislative members, staff, and the public.
- Ensure maps are accurate and updated for any changes.
- Maintain an inventory of maps.
- Develop ad hoc maps as directed by the IS Manager.

D. Other Duties (5%)

- Attend and participate in LCC and IS team meetings.
- Participate in required training and professional development opportunities.
- Other duties as assigned by the IS Manager or LCC Executive Director.

Budget Responsibility: No direct budget oversight.

Supervisor Responsibility: None

Working Conditions/Physical Demands:

- Walks and transports materials across floors and buildings.
- At times the position may deal with frustrated constituents.

Minimum Qualifications:

- 2 years minimum experience with application support and GIS, including programming, database administration, web development skills, systems administration, writing and communication skills.
- Web programming, database design and cartographic design skills and the knowledge and ability to utilize a variety of GIS, database, and graphic software packages.
- 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.
- Ability to work independently is fundamental and must keep other staff informed of developments as needed.
- Aptitude to manage multiple tasks simultaneously and with high level accuracy.
- Ability to work effectively with a variety of staff, elected officials, and the public.
- To be service-minded, focused, and work with interruptions and open to change.
- Competency in Microsoft Office Suites (Outlook, Word, and Excel), GIS, and Adobe Acrobat Pro.
- Commitment to a non-partisan working environment and confidentiality.

Preferred Qualifications:

- Bachelor's degree in computer science, Geospatial Sciences, or related field.
- Two years of experience working with Microsoft 365.
- Familiarity with the legislative process.
- Experience with Census Bureau data.
- Experience working in a legislative or legislative-type (e.g., city council, county board, state government) setting.

** Denotes Essential functions under the ADA.*