

Job Title: IS Manager, LCC Technology Services Office

Job Grade Level: 11

Career Track: None

Agency/Department: Legislative Coordinating
Commission (LCC)

Date: September 11, 2023

Reporting to: LCC Executive Director

Primary Objective:

LCC Technology Services is a non-partisan office responsible for:

- the development and maintenance of all information systems and computer operations for legislative commissions
- serving the entire legislature with spatial analysis and map production
- acting as a non-partisan data provider and technology evaluator for the legislature during the decennial redistricting cycle
- maintaining the repository for statewide boundary information as it relates to the census and redistricting

The Information Systems (IS)T Manager is responsible for managing a three-to-four-person office, administering Linux based servers, coordinating activities with the Census Bureau's Redistricting Data Program, developing and maintaining web applications, providing geospatial support to the legislature and providing technical support for Commission staff.

The primary objectives of the position are accomplished under the general supervision of the executive director of the Legislative Coordinating Commission (LCC) and as directed by the LCC and members of the legislature.

Responsibilities & Tasks:

1. Oversee and supervise all aspects of information systems for legislative commissions. (30%)
 - a. Supervise staff and monitor work activities managing commission workstations and networks.*
 - b. Manage procurement processes associated with IT equipment and software for the joint legislative commissions and track inventory for life-cycle use.
 - c. Serve as lead web developer for legislative commissions, supervising IT staff with these responsibilities, and coordinating with other commission staff for their websites.*
 - d. Develop training guidelines.

- e. Lead troubleshooting and implement solutions for all web related issues for legislative commissions.
 - f. Supervise management of:
 - Linux and Windows Servers in a VMWare environment
 - Microsoft Office 365 applications
 - printers, scanners and copiers
2. Actively participate in the management and development of IT services for joint legislative offices, legislative commissions and the Legislature, including but not limited to: (25%)
 - a. Coordination on the provision of telephone services across the Legislature.
 - b. Oversee IT service support necessary to holding committee meetings and stream meeting video.*
 - c. Computer networks, network security, and backup and retention services.*
 - d. Wi-Fi, including public and private channels.
 3. Manage the provision of data and mapping services for Legislature's decennial redistricting process. (70% during the redistricting process)
 - a. Coordinate activities with the Census Bureau's Redistricting Data Program.*
 - b. In advance of the redistricting process, evaluate and recommend redistricting software programs to be used in the redistricting process.*
 - c. Coordinate and work with the all legislative caucuses to determine budget needs and appropriation requests for hardware and software.*
 - d. Arrange for training of designated caucus staff to operate redistricting programs.
 - e. Develop guidelines and requirements to be used by caucuses to successfully submit redistricting plans.*
 - f. Analyze and provide required analyses on each plan, in accordance with legislative directives.
 4. Manage and provide mapping and geospatial services for the Legislature. (30%)
 - a. Maintain a repository of spatial data for the legislature.*
 - b. Provide custom maps and analysis on request, both to support proposed legislation, and for general information requests.*
 - c. Geocode tabular address data.*
 - d. Operate and maintain large format plotters to produce maps.*
 5. Other duties and responsibilities. (15%)
 - a. Represent the LCC executive director on IT related matters.
 - b. Work collaboratively across the legislature to develop an IT strategic plan for legislative commissions. *
 - c. Serves as contact for statewide GIS activities.*
 - d. Supports the joint legislative commissions with IT special projects.*
 - e. Attends classes, webinars and conferences to keep technical knowledge current.

- f. Prepare and present testimony before legislative committees.
- g. Attend legislative committee hearings to monitor legislative action on relevant issues.
- h. Participate as a representative of the LCC on internal committees as requested.*
- i. Serve as an effective member of the LCC team by participating in team meetings, attending required training, and assisting in other activities when requested.*
- j. Other duties as assigned.

Budget Responsibility:

Evaluate and recommend budget needs to support the IT infrastructure of the LCC and legislative commissions. Recommend budgets for the LCC IT needs associated with the redistricting process, and for the legislative caucuses.

Supervisor Responsibility:

The IT manager is responsible for directly supervising LCC staff dedicated to the work of the office within available resources.

Scope of Relationships:

- Frequent contacts with legislative staff, and agency personnel at all levels. Especially during the redistricting process, extensive communication with legislators and legislative staff involved in the redistricting process.
- Communication with the U.S. Census Bureau, and with other federal and state agencies that produce geospatial and demographic data.
- Frequent work with legislative and state agency IT staff.

Working Conditions/Physical Demands:

- Ability to lift and manage heavy objects, (servers, printers, monitors, etc.) at varying heights and sometimes awkward positions.
- During Legislative Session, hours may increase significantly, especially during years of Redistricting.

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, Mapititude, 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.

* Represents duties that are essential under the Americans with Disabilities Act.