

Job Title: IT Specialist I**Department: Legislative Council Service****Salary: \$48,909 - \$78,253BOE****Reports to: Legislative Information Systems Manager****Effective Date: July 1, 2022**

The Legislative Council Service (LCS), created by statute in 1951, is the legal drafting and research agency for the New Mexico Legislature. The LCS serves all members of the legislature in a nonpartisan and confidential manner without regard to political affiliation, seniority or leadership position. The LCS supports the legislature in the proper performance of its constitutional duties and works to uphold the legislative branch as a separate and coequal branch of government. LCS staff also draft legislation for executive, judicial and other state entities and serve as a central contact point for the public seeking information from the legislative branch. Employees work in a professional setting in the State Capitol. Travel within New Mexico is required during legislative interims. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Job Summary:

A Systems Analyst/Programmer examines software capabilities through the use of memory management, file system, scheduling of tasks and input/output requirements; ensures that a successful software solution has been installed and thoroughly tested on a computer; and analyzes, designs and tests system requirements for a software solution. The IT Specialist works with the director, other IT personnel and the computer user group to plan, direct, control and provide help desk support for the computer operations of the agency.

Duties/Responsibilities:

- Coordinates and staffs the help desk during the legislative session.
- Maintains and updates the website databases and webcasting system.
- Troubleshoots for hardware and software problems; assists in computer ordering, setup and inventory; coordinates software training; assists in computer training projects; and handles software upgrade testing.
- Handles special projects as assigned, such as maintaining and updating the database servers, *LegisLetter*, staff directory and calendar; maintaining reapportionment information; assisting with the staffing of interim committees by providing computer support; performing user group duties as assigned; and other duties as required.
- Defines application problems by conferring with legislative agency managers on the design and implementation of new systems and programs and changes to existing systems to meet their information systems needs.
- Stays current with the direction of the information systems industry and provides guidance with long-range planning for the continued development of the integrated legislative information system.
- Ensures system security, reliability and availability, including the design and testing of appropriate backup and disaster recovery plans.
- Studies present or planned systems and formulates specific recommendations.
- Provides guidance and support in the area of computer hardware and software procurement.

- Evaluates hardware produced by various vendors to determine which products meet Legislative Information Systems (LIS) standards and satisfy users' needs in the most cost-effective manner.
- Recommends new equipment acquisition, either by purchase or by lease, and negotiates with vendors for the lease or purchase of equipment.
- Develops solutions by preparing and evaluating workflow software development.
- Develops, tests, validates and delivers internal applications written in different languages, such as .NET, SQL, ASP or Microsoft Access.
- Handles website and webcasting developments, updates, upgrades and maintenance for all legislative entities.
- Tests software and operating systems for future enhancements and upgrades to the LCS network.
- Web servers, internal and external maintenance, configuration, monitoring, support, troubleshooting and providing written documentation.
- Tests hardware for future enhancements or upgrades of the LIS network system.

Required Skills/Abilities:

- Ability to maintain neutrality and confidentiality in a political environment.
- Ability to work collaboratively as a team as well as independently.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills, with a proven ability to meet deadlines and prioritize tasks.
- Strong analytical and problem-solving skills.
- Ability to function well in a fast-paced and, at times, stressful environment.
- Understanding of the software development process and documentation.

Education and Experience:

- Graduation from an accredited high school, or its equivalent, plus any combination of education, training or experience in programming, systems analysis, computer science or a closely related field totaling at least five years.
- Considerable knowledge of computer systems, server language systems analysis and applications programming; a knowledge of the principles and practices of management and accounting; understanding of the agencies to be served and their installed programs, procedures and methods; and knowledge of data processing theory and applications, as well as the functions, uses and limitations of computers and peripheral equipment.
- The ability to utilize network diagnostic equipment to run tests and to logically analyze and solve problems on the network, effectively communicate technical information in an understandable form, provide instructions to supervise technical and clerical employees and administer a budget.

Physical Requirements:

- Possible prolonged periods of sitting at a desk and working on a computer.
- Ability to work extra hours during legislative sessions, including working more than 10 hours in a day and working weekends for the duration of session, which may be 30 to 60 consecutive days long.
- This position requires an individual who, during the legislative session, can work 14 to 24 hours per day and is available to work seven days per week under great time pressures and can handle a high degree of stress.
- Ability to lift up to 50 lbs.

Working Conditions:

Work is generally performed in an office setting. Late hours, callback work and 24-hour on-call are often required. During a legislative session, the staff at the LCS work seven days per week. Some travel is required.

Please send your resume and letter of interest to Veronica Grace at veronica.grace@nmlegis.gov.