

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Operations and Support Services**

INTERNAL RECRUITMENT NOTICE

Position: Director, Office of Operations and Support Services

Salary: \$117,000 - \$176,200

Principal Duties: The main functions of this position are to oversee DLS support and operational functions of human resources, information services, finance, and administration, including facilities, bill distribution, document design, and the print shop. The incumbent will plan, coordinate, supervise and evaluate the work of supervisors of each of these functions. At the direction of the Executive Director, this position will develop and implement strategies for improvements in efficient delivery of administrative and operational services that support the work and meet the needs of the General Assembly and Department.

Qualifications: Requires a bachelor's degree and six years of administrative or professional experience, three years of which must have been at a supervisory or management level. A master's degree will substitute for one year of general experience.

Send resume and letter of interest by June 15, 2018 to Nancy Scaggs, Office of the Executive Director, nancy.scaggs@mlis.state.md.us

Code 02/18 I (Required on all Resumes)

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