

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Director, Information Systems Division
Office of Operations and Support Services

Salary: \$160,000 - \$175,000

Application Deadline: June 1, 2022

Position Summary:

The director is responsible for all aspects of the information technology and systems of the Maryland General Assembly and Department of Legislative Services. Responsibilities include the supervision of IT employees; budget preparation and management; development of technology strategies, recommendations for technical acquisitions; and development of a robust infrastructure with guidelines, standards, and procedures. The director presents annually to the Joint Committee on Legislative Information Technology and Open Government.

Information Systems (IS) is a 38- person unit that provides efficient, accountable, and customer-oriented IT and media systems and services that are essential to the operation of the Maryland legislature. The services of IS include design, development, maintenance, telecommunications, and support of custom legislative systems such as legislative bill drafting, bill status, and chamber automation, streaming services for House and Senate floor proceedings, committee hearings, and the Maryland General Assembly website operations. IS supports about 1400 personal computers in the Annapolis complex and operates a legislative data center including Windows Servers hosting Exchange, SQL Server, IIS Server, and other related facilities. In addition, most members of the General Assembly have desktop and laptop computers supplied and supported by IS with an integrated legislative office computing package.

The director displays a high degree of leadership and management to ensure the continuous, efficient, and effective delivery of technology services to legislators, legislative staff, and department employees.

Team Member Benefits: [For More Information Click Here](#)

Principal Duties:

- Directs and manages the day-to-day operations of the IS Unit to ensure optimum service levels for performance, availability, and security and to contribute to the strategic development of IT services.
- Develops and manages the IS budget. Negotiates and manages all vendor contracts and purchase orders.
- Provides overall management of the telecommunications systems and services provided to the Maryland General Assembly and Department of Legislative Services, including operation and maintenance, billing, purchasing and security. Select, acquire, develop, install, maintain, and support information technology systems that meet the needs of the legislature, maximize resources, and continue to meet the latest, accepted industry standards – balancing changing technology with reliability, safety and available resources.
- Oversees the development and day to day operations of the MGA audio / video complex within the General Assembly.
- Determines personnel needs, conducts performance appraisals and delegates work assignments to IS staff
- Assists with overseeing the server and network infrastructure.
- Manages all aspects of software design, development, testing, implementation, and maintenance of systems.
- Communicates, collaborates, and cooperates with the presiding officers, the Executive Director, and the Office Director to develop and support the information technology functions of the legislature. Serves as the liaison for cross-collaboration research, planning and implementation of new technology.
- Fosters partnerships with State technology executives as needed.
- Researches, identifies, adopts, and implements industry standards, practices and methodologies.
- Identifies and manages technology pricing, procurement, testing, and implementation. Provides appropriate hardware and software upgrades and manages installation.

- Shares and recommends emerging technologies for improving the efficiency, cost effectiveness and integration of information resources.
- Initiates projects and monitors progress against timeframes, milestones, and cost.
- Performs other duties as assigned.

Qualifications:

Required

- Bachelor's degree in computer science, information technologies or a related discipline required.
- Ten years' management experience within an Information Technology organization desired.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings, and holidays.

Knowledge, skills, and abilities

- Experience in administrative management and leadership that demonstrates the ability to plan, organize, oversee daily office operations, formulate, and monitor a budget, and foster a positive work environment.
- A broad relevant technical knowledge of technology and IT applications that includes data processing, hardware platforms, enterprise software applications, client/server technology, outsourced systems, storage area networks and web-based application environments.
- General knowledge of computer programming languages and database concepts.
- Good knowledge of business processes and accounting practices
- Strong interpersonal skills with the ability to play a critical role in establishing and maintaining collaborative and productive relationships with elected officials, staff, and citizens across a wide range of areas.
- Demonstrated knowledge of the principles and techniques of supervision, employee training, staff evaluation, staff motivation skills, and employee relations.
- Excellent organizational and project management skills with strong attention to detail.
- Proven ability to deliver on several simultaneous projects.
- Superior interpersonal and communication (verbal and written) skills. Ability to present ideas in business-friendly and user-friendly language.
- Demonstrated skills in self-motivation and direction. Ability to motivate in a team-oriented environment.
- Ability to maintain the highest customer service while maintaining professional and ethical standards.

To Apply:

- Email Resume: jobs@mlis.state.md.us and include code 06-22 on your resume.

Website: <http://mgaleg.maryland.gov>

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.

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