

**JOB ANNOUNCEMENT**  
**Posting Date 10/01/2018**  
**Legislative Research Commission**

Office of Computing and Information Technology

The Legislative Research Commission is accepting applications for the position of **Multimedia Services Specialist** in the Office of Computing and Information Technology. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

**Job Duties:**

- Be responsible for the delivery and operational support for a variety of multimedia systems.
- Maintain and develop new solutions for digital signage.
- Provide ongoing support and coordination for digital signage working with LRC stakeholders and vendors.
- Maintain and create web pages.
- Develop and maintain functional knowledge of audio systems in the House and Senate chambers as well as conference rooms to provide frontline support for problems; recommend upgrades to management.
- Be responsible for video conferencing technology.
- Maintain digital recording and transcription hardware/software to provide frontline support; recommend upgrades to management.
- Maintain functional knowledge of and provide support for BillBook, Displays, and other technical systems in the House and Senate chambers.
- Perform other duties as assigned.

**Minimum Requirements:** A bachelor's degree in computer science or a related field. Experience may be substituted for education at the discretion of the hiring supervisor/manager.

**Desired Skills and Abilities:**

- Strong educational background, preferably in the field of information technology.
- Proven working experience administering projects in the information technology sector.
- Solid technical background with an understanding of and/or hands-on experience with digital signage, audio equipment, video conferencing, or web technologies.
- Excellent verbal and written communication skills.
- Strong ability to work with a variety of stakeholders across all sectors, both within and outside LRC, including vendors and the public.
- Strong organizational skills with attention to detail and multi-tasking.
- Ability to work well under tight deadlines and under scrutiny.
- Strong knowledge of Microsoft Office products.

- Knowledge of Microsoft Share Point, Linux OS, Windows OS, and JavaScript is a plus.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business October 19, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at [www.lrc.ky.gov/lrc/LRCApplication.pdf](http://www.lrc.ky.gov/lrc/LRCApplication.pdf)) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Deputy Director/Chief Human Resources Officer  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601

*The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.*