

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of Policy Analysis  
Library and Information Services**

**RECRUITMENT NOTICE**

Position: Information Services Supervisor (Legislative Supervisor) Regular, Full-time

Base Salary: \$42,500 to \$60,000

Principal Duties:

- Supervise, train, assign and evaluate work of Information Desk staff in performing duties
- Interpret Maryland General Assembly policy and procedures in order to take the lead in anticipating problems and providing solutions for Information Desk staff and customers
- Maintain schedule for meetings and streaming in the Joint Hearing Room
- Collect, review and post committee votes to Maryland General Assembly website
- Mark bills heard in committee for release on Maryland General Assembly website
- Maintain audio recordings of Senate Proceedings and copy as needed
- Supervise the preparation and production of the Maryland Clipper and index articles
- Maintain a database of Department publications and coordinate the distribution to state depository libraries
- Update Department of Legislative Services website as needed

Qualifications:

Required:

- Excellent written and oral communication along with interpersonal skills
- Flexibility to adjust to changing work demands
- Availability to work overtime as required to meet legislative deadlines
- Experience in office management, procedures and equipment

Desired:

- Knowledge of the legislative process and the structure of Maryland State Government
- Bachelor's Degree or equivalent work experience
- Supervisory experience

**Send resume and cover letter stating salary requirement, relevant experience and reasons for interest in the position by April 11, 2016 to:**

Human Resources Code 02/16SW  
Department of Legislative Services  
90 State Circle, Room 311  
Annapolis, Maryland 21401-1991  
Fax: 410 946-5140 or 301 970-5140

e-mail: [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) Website: <http://mgaleg@maryland.gov>

**CODE# REQUIRED ON ALL RESUMES**

*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.*

**March 22, 2016**