

MICHIGAN SENATE

SENATE DEMOCRATIC CAUCUS

POSITION POSTING

INFORMATION TECHNOLOGY SUPPORT SPECIALIST

SUMMARY:

The Michigan Senate Democratic Caucus is seeking a professional with a passion for both information technology and data analysis. The ideal candidate will serve two functions within the organization. First, the individual will provide computer and software support to the Caucus, working with the IT department to find solutions for any problems or opportunities that might arise. In addition, the individual will help with research and data collection as needed.

ESSENTIAL JOB FUNCTIONS:

Computer Support

- Play an integral role in the daily upkeep of the organization's computer and information related needs by resolving IT solutions as they arise
- Provide assistance to the organization's computer users through phone, email, or in-person visits.
- Train users to work with new computer hardware or software
- Develop and assist in maintaining required technical documentation
- Opportunity to learn and develop new applications and software
- Other duties as assigned

Data Related Duties

- Collect data by identifying sources of information and designing survey and collection methods
- Prepare reports by collecting, analyzing, and summarizing information
- Maintain databases by entering data
- Other duties as assigned

EDUCATION/EXPERIENCE:

- A Bachelor's degree is preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent technical and analytical ability and solid written communication skills
- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team

- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: \$35,000-38,000 range with opportunities for growth with mastery of responsibilities

GOVERNING CAUCUS: Democratic

This is a non-civil service, at-will position.

**Interested applicants, please direct inquiries, cover letters, and resumes
by 5:00 pm, Monday September 2 to:**

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.