



**Nevada Legislative Council Bureau
Administrative Division
Information Technology Services**

IT Professional

POSITION: IT Professional II (Grade 37) or
IT Professional III (Grade 39)
Full Time Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Salary range: \$50,195.52 - \$74,813.04 (Grade 37) or \$54,747.36 - \$81,954.00 (Grade 39), depends upon experience, per year based on the Employer/Employee Retirement rate. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance after appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

SUMMARY:

The ideal candidate has the skill and passion to develop cutting edge software to support the legislative process. We are a Microsoft shop looking for a C# .Net developer. This includes WPF for our client applications and MVC for our public website and web applications. We require someone who is enthusiastic about developing software using agile practices in a team environment. We have a great team of developers working in a professional environment.

This job description provides a list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in

this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

TARGETING SOFTWARE DEVELOPERS THAT ARE:

- Enthusiastic about developing software using best practices in an agile environment.
- An advocate for continuous improvement of our software development process.
- Interested in staying current by applying new technologies.
- Able to work in a collaborative environment with a willingness to share your ideas.
- Able to work independently on modules and complete tasks with high quality, but unafraid to seek out suggestions from other team members.
- Excited to work on cutting-edge technology!

ABILITY TO:

- Write excellent code.
- Prioritize and balance multiple projects simultaneously.
- Work effectively in a small organization with an emphasis on teamwork.
- Provide updates to management on design/development best practices.
- Provide technical assistance to other staff.
- Provide excellent customer service.
- Collaborate with appropriate staff regarding hardware and software needs.
- Maintain a strong customer focus and dedication to superior customer service.

WORKING CONDITIONS:

- This position requires extended hours during the Legislative Session, including weekends and evenings; a flexible schedule is mandatory.
- This is a permanent position and on-site work is required.
- This position is located in Carson City, Nevada.

EDUCATION AND EXPERIENCE (MINIMUM QUALIFICATIONS):

IT Professional II (Grade 37) Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and two years of progressively responsible professional IT experience relevant to the duties of the position or an equivalent combination of education and experience.

IT Professional III (Grade 39) Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and three years of progressively responsible professional IT experience relevant to the duties of the position, one year of which was at the journey level; or an equivalent combination of education and experience.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Applicants selected for an interview will be administered a Skills Based Test as part of the interview process. Finalist may be subject to a background check.

All applicants must submit an LCB Employment Application, a letter of application, and a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be received by Friday, February 5, 2016 at 5:00 p.m. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruse@lcb.state.nv.us. Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse
Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747

For questions about the application process please contact Ken Kruse at 775-684-6966.

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

(Revised 01/12/2016)