



## **Legislative Council Staff**

*Nonpartisan Services for Colorado's Legislature*

### **Employment Opportunity with the Colorado General Assembly**

#### **Virtual Meeting Coordinator**

#### **About Legislative Council Staff**

Colorado Legislative Council Staff (LCS), is the nonpartisan research agency of the Colorado General Assembly, the legislative branch of the State of Colorado. Legislative Information Services (LIS), the technology team within Legislative Council Staff, is responsible for developing, maintaining and securing all information and technology systems for legislators and legislative staff.

Legislative Council Staff is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to increasing the diversity of our staff; therefore, we encourage responses from people of diverse backgrounds and abilities.

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>.



## About the Position

This office is responsible for the information systems and technology for the General Assembly and its staff. We are seeking a Virtual Meetings Coordinator to join our team supporting the Colorado legislature in order to help facilitate, schedule, manage, and organize virtual floor and committee hearings and other meetings. Within this unique organization, you will experience challenging work while directly contributing to the betterment of Colorado.

Duties primarily include staffing remote meetings as part of a busy IT service desk to Colorado General Assembly legislators, staff and constituents. Virtual Meetings Coordinators are required to provide top-notch support for remote meetings, along with team collaboration ensuring continuous operation of all IT and A/V (Audio/Video) related assets for our diverse customer base.

This position will primarily be setting up the remote meeting software for high profile legislative hearings and assisting remote users to participate effectively in such meetings from remote locations. Tasks will include starting and stopping the meeting software, enabling meeting attendees to speak when asked, monitoring the meeting chat to provide assistance, and scheduling meetings amongst others. Additionally, this position will work closely with other IT specialists to provide basic IT and A/V support as required.

**Employment type, work authorization and remote work.** This is a full-time, onsite state employment with benefits for a term of 5-6 months with the possibility of extension. You must be authorized to work in the US. Persons seeking contract positions, remote or visa sponsorship need not apply. Pursuant to the Colorado constitution, legislative employees, including this position, are not part of the state personnel system.

**Salary and benefits.** This position offers a daily compensation of \$220 in addition to a \$15 transportation allowance and a limited amount of personal leave to accommodate your health needs, travel plans and other responsibilities outside of work. Legislative Council Staff employees are not members of the state personnel system.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- *PERA retirement benefits*, including the PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus optional 401K and 457 plans;
- *Medical, dental*, and *vision* insurance coverage;



- Automatic short-term and optional long-term *disability coverage*;
- *Life and AD&D insurance*;
- *Flexible Spending Accounts* (FSAs);
- A variety of discounts on services and products available through the State of Colorado's *Work-Life Employment Discount Program*; and
- *Credit Union of Colorado* membership eligibility.

## About You

**Experience requirements.** You must have some prior experience setting up and running a virtual meeting and have relevant experience in or around IT.

**Traits.** You shall demonstrate the following traits:

- Attention to detail and good situational awareness
- Able to be patient, respectful and supportive of users who face technical challenges
- Able to multi-task in a high-profile and sometimes high-pressure environment
- Aptitude and motivation for learning and adapting to new technologies
- Self-starter, keeping busy with other tasks when primary work slows down
- Take ownership of and be accountable of your responsibilities
- Maintain confidentiality
- Effective time management and ability to prioritize across multiple tasks simultaneously
- Strong collaboration skills and flexibility to work with team members and customers
- Excellent verbal and written communication skills
- Able to handle high volume workload in a fast paced environment
- A high degree of self-motivation, commitment and integrity

**Primary Responsibilities.** In this position, you will be required to:

- Support, collaborate, and provide insights on setup and operations of meeting rooms with audio video equipment with a high caliber of customer support
- Monitoring and response: analyzing, logging, tracking and quickly resolving software/hardware matters pertaining to remote meeting applications, conferencing software and other technologies to meet business needs
- Proactively and reactively troubleshooting issues to isolate and diagnose system problems; documenting events to prevent recurrences
- Completing other tasks as assigned
- Setup and run Zoom meetings/webinars as part of committee hearings
- Setup A/V in committee rooms for committee hearings



**Technical knowledge, skills, and abilities.** You should have:

- Experience in setting up, monitoring, training, troubleshooting, diagnosing and resolving issues with web conferencing tools such as Zoom, Skype for Business, WebEx, etc.
- Experience in IT support and exposure to supporting Windows and Apple devices such as laptops, tablets and smartphones for remote meetings would be an advantage.
- Demonstrated technical and business problem solving skills
- Support and issue resolution/documentation for remote meeting set up, hosting, and scheduling
- Editing audio or video files

Other skills (nice to have)

- Help Desk software ManageEngine Service Desk
- Support for audio video hardware, cameras, web cameras, wireless microphones
- Support for Mobile devices and tablets iOS, Android
- Technical support for A/V - Audio Video systems similar to Crestron
- Remote PC Support using tools similar to Team Viewer
- Certifications: COMPTIA A+, Network+, Security+, etc.

## Application Process

**Application material.** Please send your application to: [lis.ga@coleg.gov](mailto:lis.ga@coleg.gov)

Subject: Application for Application for Virtual Meetings Coordinator

Your application should include:

- your resume; and
- a cover letter.

Candidates selected for an interview will be asked to provide a list of three professional references.

**Accessibility statement.** The Colorado Legislature is committed to the full inclusion of all qualified individuals. Our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation for applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at [OLWR.ga@coleg.gov](mailto:OLWR.ga@coleg.gov) or call 303-866-3393.