

**OFFICE OF THE SECRETARY OF THE STATE
ADMINISTRATIVE LAW INFORMATION SYSTEMS MANAGER
FOLLOW SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

Open To: The Public.

Location: 30 Trinity Street, Hartford, Ct.

Job Posting No: #109211 -5398MP

Hours: Monday – Friday – 40 hours/week

Salary: Salary Plan – MP-65 -\$84,284.00 –\$114,914.00 - Non Bargaining position

Closing Date: **September 5, 2014 by the close of business**

POSITION DESCRIPTION: This newly created position will manage a currently-in-development information system for electronic adoption, publishing and public access to state administrative law and related information resources. An example of duties list is provided in the official job class specification referenced below.

ELIBIITY REQUIREMENT: There is no examination requirement for this position. Candidates must meet the following minimum required General Experience and Special Experience **and** the required Knowledge, Skills and Abilities stated in the complete official job class code #5398 as referenced below.

Required General Experience: A Master's degree in Library or Information Science from an institution accredited by the American Library Association and four (4) years professional experience in an academic, government or firm law library or similar setting providing legal information services.

Required Special Experience: One (1) year of the General Experience must have been working in electronic services or a related technology-oriented professional library position involving substantially similar duties.

Substitution Allowed: A JD or equivalent degree from an institution accredited by the American Bar Association or the Association of American Law Schools may be substituted for one (1) year of the General Experience.

Required Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply library and information science principles and practices; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; general knowledge of the Uniform Administrative Procedure Act and the Uniform Electronic Legal Material Act; knowledge of and ability to apply management principles and techniques; knowledge of and skill in the creation, dissemination and use of electronic/digital information resources; knowledge of legal document management or content management systems; knowledge of metadata formats and mark-up languages; considerable education and training skills, considerable interpersonal skills; considerable oral and written communication skills; considerable analytical skills; editing skills; project management skills ;negotiation skills; and considerable ability to effectively manage multiple tasks, responsibilities and competing end-user needs.

Special Requirement: Incumbents may be required to travel.

The following are preferred and desired knowledge, experience and abilities (not required): Considerable ability to exercise initiative and independent judgment; ability to successfully work independently; on a team and collaboratively with staff at all levels of responsibility and authority; graduate coursework in information science and technology; reference service experience; basic knowledge of copyright law; working knowledge of XML; experience negotiating with software vendors and working with information Technology contractors; web design and maintenance experience; experience implementing digital preservation strategies; database design experience; experience using Microsoft Office.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following: (1) Cover letter describing your interest and suitability for the position. (2) Resume, (3) Three professional references (contact information only), (4) Form CT-HR-12 Application, fully completed, available at <http://das.ct.gov/cr1.aspx?page=13>. Applications must be received by the closing date and time specified above. Incomplete applications will not be considered. Applications must be submitted by U.S. Mail , or Overnight Courier Service, Fax or Email. **The preferred method is by U.S. mail.**

**The Office of the Secretary of the State
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities