

# Illinois General Assembly Legislative Printing Unit Executive Director

The Legislative Printing Unit (LPU) is a legislative support agency created in Illinois law to provide printing services to the members of the Illinois General Assembly and its various support agencies.

The LPU is governed by a board consisting of the Secretary and Assistant Secretary of the Senate, and the Clerk and Assistant Clerk of the House of Representatives. This board reports to the four elected leaders of the General Assembly, who make the final hiring decision.

## AGENCY RESPONSIBILITIES TO THE GENERAL ASSEMBLY:

- Design and printing of a wide range of materials, including the Senate and House Daily Calendars, Final Senate & House Journals and the Legislative Digests.
- Printing of signage, newsletters, informational books and brochures, legislative reports, stationery and business cards for the members and staff of the Illinois General Assembly and its agencies.

## OTHER RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

- Ability to manage a \$2.2 million annual budget and a staff of 25-30 employees;
- Contracting for the purchase and maintenance of large printing equipment;
- Scheduling of production of print jobs;
- Preparing of annual reports and budget documents;
- Hiring, training, and management of employees;

## Minimum Qualifications:

- Significant familiarity and experience with the printing industry;
- Knowledge of latest and state-of-art technology in the field;
- Experience with printing operations;
- Experience in production management;
- Ability to work flexible hours during the legislative session.

## Salary Range:

- \$110,000 to \$120,000; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance detailed at <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>
- Participation in the State Employees' Retirement System;
- Optional participation in health saving account and Deferred Compensation programs
- Competitive vacation, sick, and personal time

Qualified Applicants should submit a resume to: Tim Anderson  
Secretary of the Senate  
058 State House  
Springfield, Illinois 62706  
[senatehr@ilga.gov](mailto:senatehr@ilga.gov)