

Legislative Information System

Illinois General Assembly



Executive Director

The Legislative Information System (LIS) agency is a nonpartisan legislative support agency that provides information technology services to the Illinois General Assembly, its support agencies, commissions, and committees.

LIS continuously develops, enhances, and supports the system infrastructure, network, cybersecurity, audio/video systems, and software applications that support the Illinois General Assembly and its affiliated support agencies. LIS is also responsible for managing the Illinois General Assembly website.

Responsibilities include providing strategic leadership for IT policies, standards, and operational frameworks; evaluating emerging technologies; overseeing contracts with major software and hardware vendors; managing the agency budget; allocating resources to prioritize initiatives while maintaining security; ensuring cybersecurity; audit, and IT audit compliance; disaster recovery and data privacy programs; promoting employee retention; and establishing key performance indicators to ensure the agency operates at its highest potential.

The Executive Director is responsible for working with the Administrative Services Manager to develop the agency's annual operating budget and complete the required annual Illinois State Legislature forms. These forms are submitted to the Joint Committee, and the Executive Director is required to attend two annual budget hearings before the Senate Appropriations and House Appropriations Committee to present the agency's budget to the legislators.

The Executive Director position requires exceptional leadership, organizational, and resource management skills. The successful candidate must possess excellent oral and written communication skills and be able to communicate effectively with both technical and non-technical staff and stakeholders. The position also requires the ability to perform effectively under stressful situations during legislative sessions, including working late hours on session days; a thorough knowledge of agency policies, procedures, functions, and operations; sound judgment in defining, evaluating, and resolving complex administrative, organizational, technical, and operational issues; and the ability to establish and maintain working relationships with agency directors and staff, users, vendors, and other stakeholders.

The Executive Director is required to meet with the LIS Board twice each year to review the agency's performance, engage in strategic planning, and approve action plans that ensure the continued delivery of effective technology support for the Illinois General Assembly.

Compensation & Benefits:

- Salary range \$125,000-\$155,000 annually
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;

- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

Interested applicants may email a cover letter and a resume to:

Mary Lou Frank
mfrank@sgop.ilga.gov