



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

### Employment Opportunity with the Colorado General Assembly

#### Google Workspace Administrator and Cloud Engineer

##### 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

We're seeking an experienced Systems Administrator with Google Workspace administration and cloud platform engineering skills to be a part of our existing System Administration team. This position's role is to provide leadership in governing, configuring, managing and administering the legislature's Google Workspace instance and existing cloud platforms. As a team member, you will make an impact on the future of legislative engagement in the Colorado community by providing technical expertise to ensure continuous operation of critical IT services for our diverse professional customer base.

The Colorado General Assembly is a small but high-profile state government department with approximately five hundred users including one hundred legislators. LIS provides computing, network and storage technology infrastructure, applications and systems support to all legislative staff, legislators, and others in the Capitol building. Within this unique organization you will experience challenging work while directly contributing to the betterment of Colorado.

**Employment type, work authorization and remote work.** This is a full-time, salaried state employment, hybrid position with onsite and work from home options. You must be authorized to work in the US. Persons seeking contract positions, full time 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.** The salary range for this position is \$75,000 to \$100,000 per year, with salary level within this range commensurate with education and experience. 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.



Our generous and flexible leave policies include:

- A minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- Eleven annual paid holidays;
- Sick leave;
- Flexible work schedules during the legislative interim; and
- A generous compensation time policy.

## About You

**Education and experience requirements.** Your educational background is a Bachelor's degree from an accredited university or equivalent relevant technical work experience. You should have at least 3 years of demonstrable experience administering a Google Workspace environment.

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

- Exceptional technical competency and be customer service oriented;
- Solid technical and business problem solving skills;
- Team player able to work with immediate and extended team members and users at all levels;
- Excellent verbal and written communication skills;
- Strong technical aptitude, with initiative toward learning new skills and assignments;
- Willingness to learn, support and be an expert in existing technologies;
- Proactive, independent, and collaborative working style with minimal supervision;
- Take ownership of and be accountable for your areas of responsibility;
- Empathetic listening with excellent interpersonal skills;
- Attention to detail;
- Effective time management and ability to prioritize across multiple projects simultaneously;
- Strong collaboration skills and ability to work with stakeholders with varying perspectives; and
- Maintain confidentiality

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

- Configure, administer, and maintain the Google Workspace environment;
- Learn, implement, and provide support for existing and new productivity tools and services;
- Identify, analyze, and advise using best practices on system solutions to meet business requirements and integration with other cloud/collaboration platforms;
- Monitor system performance and respond: analyze, log, and resolve any platform issues;



- Manage user accounts, rights, policies, permissions, access rights, and other aspects of IAM with best practices regarding privacy, and security;
- Assist with researching, and implementing new Google Workspace features and capabilities;
- Define and document configuration settings in alignment with governance, requirements and security standards;
- Improve existing processes, and do documentation and training on an ongoing basis;
- Provide technical guidance and collaborate across various technical and business teams;
- Administer and maintain other cloud platform environments, ensuring optimal performance, security, and reliability
- Stay current with industry trends and best practices related to cloud-based collaboration platforms and infrastructure technologies; and
- Work on various projects and other responsibilities as assigned.

### **Technical knowledge, skills, and abilities.**

To fulfill these responsibilities, you will need to have:

- 3 or more years of operations experience in a production IT environment;
- Professional Google Workspace administration certification;
- Experience configuring, managing and maintaining Google Workspace for enterprise use;
- Advanced knowledge of enterprise email systems and protocols such SMTP, DMARC, etc.;
- Demonstrated experience with configuring, and best practices around support and use of the rest of Google Workspace functionality and administration;
- Deep understanding of governance and security capabilities of Google Workspace;
- Demonstrated experience integrating Google Workspace with existing technologies and business processes;
- Experience with other cloud/collaboration platforms such as AWS, Microsoft Azure, GCP, as well as private-cloud infrastructure and scripting, would be highly beneficial;
- Manage backup and recovery of cloud based solutions;
- Experience with implementing and managing security best practices; and
- Identity and Access Management experience.

### **Application Process**

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

Subject: Application for Google Workspace Administrator and Cloud Engineer

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.