



Closing Date: December 14, 2018

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Publications Supervisor

LOCATION: Missouri House of Representatives, Operations Division
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY RANGE: Begins at \$60,000/annually; with actual starting salary commensurate with applicable education and experience.

DESCRIPTION: The Publications Supervisor is responsible for directing, planning and coordinating the publication and printing of legislative matters and other related services for members and staff of the Missouri House of Representatives. This position provides technical and administrative supervision to the staff of the Publications office. The Publications Supervisor position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Publications Supervisor directs, plans, and coordinates the operations of the House Publications office; supervises and trains publications office staff on matters pertaining to publications guidelines and printing technology and procedures; is responsible for the design and production of visual aids, processing requisitions and initiating the bid process for the procurement of equipment and supplies, ensures compliance with applicable policies and procedures, processes printing requests, bills, journals and other publications and determines appropriate formats and the most economical and effective means of digital and offset printing.

QUALIFICATIONS: Successful applicants must have a bachelor's degree and a minimum of four years of experience in publications or related field. Additional experience may be substituted for the required education. Supervisory experience preferred. Position also requires a mastery of the English language, the ability to establish and maintain effective working relationships, strong written and verbal communication skills, the ability to multitask and prioritize effectively to meet deadlines, and the ability and willingness to work long hours as necessary to fulfill the obligations of the position.

APPLICATION PROCESS: Please send resume and letter of interest no later than Friday, December 14, 2018, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Publications Supervisor. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.