

ELECTIONS TECHNOLOGY ADMINISTRATOR

Job Code	Pay Grade
09160	150

Nature of Work

This is technical, administrative, and supervisory work managing information technology (IT) in the Supervisor of Elections Office. An employee in this classification takes full responsibility for operational control on a large decentralized computer system. The system network includes individual computers, peripherals, and networks integrated into an organization system. Duties also include supervising subordinate technical staff and managing the agency's IT budget expenditures plus related departmental administrative tasks. The incumbent works independently and serves as the department authority on computer IT related matters. General supervision is received on policies and procedures. The incumbent reports to the Director or designee.

Minimum Qualification Requirements

- Bachelor's degree in business administration, computer science, or a related field and 3 years experience in computer operations, systems programming, and data communications that includes supervisory training or experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Demonstrates competence and/or possesses certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Oversees automated projects such as automated mapping, precinct realignments and reapportionments.
- Evaluates, plans, reviews, and recommends long-range enhancements for computer hardware, software and data communications equipment.
- Recommends equipment acquisitions and maintenance; prepares, justifies and monitors the section's budget.
- Performs operational duties including but not limited to controlling systems database enhancements, systems security for users, tape libraries, maintenance of system, backup, transfer, and shutdown procedures.
- Maintains Supervisor of Elections website.
- Troubleshoots, installs, monitors, maintains, diagnoses, tests, analyzes and perform corrective steps to resolve problems with network communications, software and hardware.
- Designs systems logic, analyze and debug system program problems; operates all computer equipment to assist software vendors with problem resolution.
- Installs new and updated versions of software, coordinates installation of all new hardware and data communications equipment such as new PC based tabulation software and hardware.
- Supervises a staff of technical employees, conduct performance reviews, handle disciplinary actions, recommends hiring and firing of employees.
- Responds to calls from users and vendors with software, hardware and telecommunications problems, procedures, applications, or equipment malfunctions.
- Prepares documentation manuals and procedures for applications; develops departmental standards, guidelines and procedures for receiving, setting up equipment and loading new or enhanced software.
- Participates in election preparation by designing ballot layout, testing election software, training, and election night processing of date.
- Monitors, maintains, diagnoses, test analyzes and performs corrective measures on an Oracle database system as part of the voter registration software. Updates, maintains, performs corrective measures, and adds new functionality to voter registration software.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of Client/Server principles, hardware and software.
- Knowledge of data processing principles, methods and practices.
- Knowledge of Networking hardware and software.
- Knowledge of computer operations.
- Ability to train and supervise technical staff.
- Knowledge of Elections laws.
- Ability to analyze, interpret and submit oral and written reports.
- Ability to conduct tests, analyze test results, detect programming errors, and take corrective steps.

For official use only

Revised	EEOC Code	Overtime Code
7/10	Professionals	Exempt