

# ELECTIONS INFORMATION TECHNOLOGY COORDINATOR

Job Code	Pay Grade
09162	150

## Nature of Work

This is a specialized and technical work supervising a staff providing information technology (IT) operational, technical, and applications support for the Supervisor of Election's local and wide area networks. This position provides system analysis and design, installation, configuration and maintenance of new and existing office networked data processing systems, as well as connectivity between the office's computer network and any other computer network. Assignments and activities to support operations require the incumbent to exercise considerable independent action, initiative, and judgment completing day-to-day assignments and activities to support operations. The incumbent reports to the Elections Technology Administrator or designee.

## Minimum Qualification Requirements

- Associates degree in computer science or related field and 4 years of systems and networks administration experience within a multi-tiered network environment including lead worker experience or supervisory training; or
- Bachelor's degree and 2 years experience as described; 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.
- Works nights and weekends during an election cycle.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Coordinates the design, installation, maintenance, and support of all hardware and related network components as well as the installation and maintenance of all operating software within the office's local and wide area networks.
- Develops and implements Internet/intranet configuration solutions and technological solutions within the office's network environment.
- Coordinates deployment of new and enhanced applications throughout the office or within single divisions or workgroups as appropriate; trains employees on the applications as necessary.
- Serves as liaison to external agencies and entities with regard to the implementation, distribution, connection of shared information systems, network resources, hardware resources, operating system resources, the purchase of equipment, and problem resolution.
- Coordinates technical support and trains office staff work groups and divisions.
- Develops and maintains network and support staff documentation.
- Coordinates network operations with the database administration staff, backup, recovery and data integrity functions.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the operating characteristics, capabilities and limitations of computer systems, local and wide area networks, client/server systems and data communications systems.
- Knowledge of computer operating systems, network operating systems and network protocols.

## ELECTIONS INFORMATION TECHNOLOGY COORDINATOR (continued)

Job Code	Pay Grade
09162	150

### Knowledge, Skills, and Abilities (continued)

- Knowledge of system analysis and design techniques.
- Knowledge of modern management methods, principles and practices.
- Knowledge of industry standards and practices relating to data communications, office automation and computer systems in the development of policy, direction and standards.
- Ability to apply computer applications and software.
- Ability to present oral and written reports clearly and concisely.
- Ability to supervise technical employees
- Ability to conduct tests, analyze test results, detect design and configuration errors and take appropriate corrective steps.

For official use only

Revised	EEOC Code	Overtime Code
7/10	Professionals	Exempt