



Elections Technology Administrator

Category: Exempt
Pay Grade: 150
Job Code: 09160

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business administration, computer science, or a related field and three (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.

Special Qualifications (May be required depending on area of assignment):

- 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.

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;
- Knowledge of Elections laws;
- Ability to train and supervise technical staff;
- Ability to analyze, interpret and submit oral and written reports;
- Ability to conduct tests, analyze test results, detect programming errors, and take corrective steps.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.