TAX COLLECTOR SYSTEMS ARCHITECT

Job Code	Pay Grade
23104	T-6

Nature of Work
This position engineers, supports, and maintains electronic systems for the Pinellas County Tax Collector. Responsible for the correct operation and maintenance of all servers, workstations, and other hardware. Maintains through warranty support and backups to verify operational through redundancy or can be restored quickly.

Minimum Qualification Requirements
- 6 years of experience in automated information systems or systems operations; or
- Bachelor's Degree with major course work in computer science, systems/programming, information technology or a related field and 4 years of experience as described above; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)
- Designs, installs, configures, and monitors/maintains client-server and LAN environments.
- Configures and deploys security patches.
- Manages the active directory environment including group policy, DNS, and DHCP.
- Identifies, develops, and implements monitoring and alerting requirements to ensure availability (up-time) and performance.
- Writes scripts (VB or Powershell), templates, interfaces, and utility application as needed to maximize efficiency.
- Works with help desk to resolve trouble tickets and mitigate end-user issues.
- Responsible for the Creation and Maintenance of the Virtual Machine (VM) Environment.
- Provides information system support by installing new versions of software, assigning disk space, monitoring usage, and making backups as required.
- Provides information and recommendations regarding capability, compatibility, or constraints of software and or hardware usage.
- Provides technical support to users by setting up personal computers, loading systems and telecommunication software, and installing peripherals and related equipment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities
- Knowledge of systems analysis, feasibility studies, and work flow diagrams.
- Knowledge of design procedures, techniques, and ability to design applications and user programs, documents, and forms.
- Knowledge of the operating characteristics, capabilities, and limitations of microcomputers, communications, networking, operation and applications software, and systems.
- Knowledge of various programming languages.
- Knowledge of Microsoft Products and Programs
- Knowledge of relational databases such as Access, Informix, Oracle, and SQL Server.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of software and hardware troubleshooting and maintenance procedures.

TAX COLLECTOR SYSTEMS ARCHITECT   (continued)

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Knowledge, Skills, and Abilities   (continued)
- Ability to apply computer applications and software.
- Ability to comprehend complex technical information and communicate this information clearly both orally and in writing.
- Ability to utilize and develop application usages with software such as relational databases, desktop publishing, word processing, and spreadsheets.
- Ability to move to the various locations within and outside of the assigned department.

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Created	EEOC Code	Overtime Code
11/16	Professionals	Exempt