



## **Elections Information Technology Coordinator**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 09162

*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 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.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Coordinates the security, 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 the design specifications of computer systems, programs and operating systems, with the following core competencies: Security Analysis, Design, Business Process Improvement, Data Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation and Service Motivation;
- Develops and implements Internet/intranet configuration solutions and technological solutions within the office's network environment;
- Solicits, compiles, analyzes and summarizes data and information; distinguishes between relevant and irrelevant information in order to make immediate logical decisions; provides appropriate and necessary solutions;
- 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 security, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associates degree in computer science or related field and four (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 two (2) years of experience as described; 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
- CompTIA Security+, CySA+, PenTest+, or CASP+
- GSEC: GIAC Security Essentials Certification
- CEH: Certified Ethical Hacker
- ECSA: EC-Council Certified Security Analyst
- CISSP: Certified Information Systems Security Professional.
- Works nights and weekends during an election cycle.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

**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;
- Knowledge of system analysis and design techniques;
- Knowledge of advanced-level Cyber Security concepts and methodology;
- 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;
- Knowledge of implementing anti-malware, anti-virus, web filtering, application control, and data leakage protection;
- Knowledge of application protection technologies and secure development concepts;
- Knowledge of performing risk assessments and IT audits;
- Knowledge of security best practices such as the CIS Benchmarks, security awareness, incident response, enterprise security monitoring, compliance, and auditing;
- Knowledge of creating security policies and best practices, security program management, vulnerability management, risk management;
- 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.

**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.