

St. Johns County Supervisor of Elections Office



Job Title: IT Coordinator

Salary Range: \$80,000 - \$92,500

Purpose of Job:

The IT Coordinator is a critical role in the organization responsible for overseeing the technology operations of the Supervisor of Elections office operating in a Microsoft Windows environment. This includes managing the IT staff, ensuring the security and integrity of the organization's data and systems, and identifying and implementing new technologies to improve efficiency and productivity. The IT Coordinator manages core network operations, reports to senior management, and collaborates with other department heads to align Information Technology strategies to maximize organizational operations. Responsible for ensuring the smooth operation of the Supervisor of Elections office and systems while identifying and implementing new technologies to improve efficiency and productivity.

Main Duties and Responsibilities:

Manages the Information Technology department staff, including training, and performance evaluation. Develops and maintains the organization's Information Technology policies and procedures to ensure security, data protection, and compliance with industry standards and regulations in an organization designated as Critical Infrastructure. Plans, implements and oversees the organization's technology infrastructure, including servers, networks, hardware, and software systems. Leads the development and implementation of Information Technology projects, such as new software systems, hardware upgrades, and network expansions. Evaluates and recommends new technologies to improve the organization's efficiency, productivity, and competitiveness. Manages relationships with vendors and technology partners, negotiates contracts, and ensures service level agreements are met. Maintains a working knowledge of routing protocols, firewalls, NAT, and Azure AD. Manages and provides public records requests as permitted by Florida Public Records Laws. Collaborates with other department heads to identify Information Technology needs, develop solutions, and align technology strategies. Maintains a working knowledge of the Voter Registration application and database. Develops and manages the Information Technology budget, ensuring cost-effective solutions while maintaining high levels of performance and security. Ensures the organization's data is secure, backed up, and recoverable in the event of a disaster or system failure which includes updating organizational COOP plan. Stays current on industry trends and emerging technologies and assesses their potential impact on the organization. Maintains a working knowledge of the Election Laws in the State of Florida. Maintains a working knowledge of the Voting System and Election related peripheral devices used in St Johns County. Maintains a working knowledge of the Records Retention Laws in the State of Florida.

Knowledge, Skills and Ability:

Strong knowledge of enterprise-level Information Technology systems, including servers, networking hardware, firewall rules and concepts, hardware, and software. Experience managing Information Technology projects and developing Information Technology strategies aligned with business objectives. Excellent communication and interpersonal skills, with the ability to collaborate with other department heads and communicate complex technical concepts to non-technical stakeholders. Strong leadership and management skills, with the ability to motivate and develop IT staff. Experience managing Information Technology budgets and working with vendors and technology partners. Knowledge of industry standards and regulations related to data protection, security, and compliance. Ability to stay current on emerging technologies and assess their potential impact on the organization. Excellent interpersonal, communication, and problem-solving skills required for working with the public in a responsive, courteous, and professional manner. Developed and mature teamwork skills with the ability to interact respectfully and effectively with co-workers. Commitment to continuous learning. Must possess excellent organizational skills. Ability to analyze technical and administrative problems and make appropriate recommendations which are clear and concise and be able to implement those recommendations, when required. Ability to perform in an environment of constant change; ability to perform in a flexible work environment. Work extended hours, including Saturdays, Sundays, holidays and evenings with minimal or no notice. Must be a registered voter in Florida. Must possess and maintain a valid Florida driver's license.

Education:

Bachelor's degree in computer science, information technology, or a related field or at least 10 years of experience in Information Technology, with a minimum of 5 years in a management or leadership role.

SJC Supervisor of Elections is a drug free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics. This position is being advertised for the St. Johns County Supervisor of Elections Office. For any information regarding this position, please contact the Supervisor of Elections Office at (904) 823-2238.

A complete job description including the physical/visual requirements and the environmental conditions of the job are available at the Supervisor of Elections Office.

Interested applicants may submit a resume via email to Melissa Lundquist, Human Resource & Finance Officer, at mlundquist@votesjc.gov.