



INFORMATION TECHNOLOGY TECHNICIAN

Job Summary:

The Information Technology Department provides the Supervisor of Elections office with technology solutions and support. Responsible for computer network administration, network security, geographical information system, voter registration database, programming of voting equipment and election definition, programming of EVIDs (Electronic Voter Identification System) and maintenance of all office computers.

Responsibilities & Duties:

FOUNDATION KNOWLEDGE

This position is under the supervision of the IT Manager

Understanding of the policies, procedures, and programs of the Elections Office

Knowledge of county geographic and political districts applicable to local and state elections

Routine Tasks:

- Provide technical support services and training
- Define and enforce all IT policies and procedures
- Purchase, install and maintain servers, workstations, and iPad's and notebook computers
- Maintain multiple database environments
- Maintain wide area network (WAN) internet
- Installation, configuration, support and troubleshoot local area network (LAN) and internet connection
- Monitor network to ensure availability to all system users, perform necessary maintenance to support network availability, and configure and maintain firewall
- Assist with mapping software to determine district and precinct boundaries and update as needed
- Configure user profiles, file access, email, printers and scanners
- Maintain digital marketing platform for newsletters and contact groups
- Safeguard the integrity of system data, initiate and verify system back up jobs
- Maintain secure and robust cybersecurity policies
- Assist with disaster recovery, business continuity and data backup services

Election Specific Responsibilities:

- Knowledge of the Florida Voter Registration System and voter registration vendor software
- Knowledge of the operation of the voting equipment
- Determination of ballot styles and ballot layout
- Program voting equipment

- Preparation and testing of hardware, software, and parameters of the tabulation equipment
- Program and maintain electronic poll books and ballot-on-demand printers
- Trouble shooting during Early Voting and Election Day
- Ballot tabulation
- Election night reporting to the State and SOE website
- Work overtime as required

Miscellaneous:

- Attend job related training, seminars, or conferences and stay abreast of new technology
- Assist the Supervisor of Elections with special projects and assignments
- Perform other duties as required and requested by the Supervisor of Elections

Qualifications:

The successful candidate should have a Bachelor's degree with training emphasis in computer science, information system or a related field; supplemented by at least one year of experience providing technical support to information system users. Current industry certifications desired.

Knowledge, Skills & Abilities:

- Knowledge of computer systems, networking, database maintenance, and the ability to troubleshoot hardware and software issues
- Ability to communicate effectively with the public, candidates, and elected officials
- Strict attention to detail
- Ability to multitask under tight deadlines and work efficiently under pressure
- Ability to master software programs utilized in the Elections Office
- Must be able to bend, kneel, squat, stand for extended periods of time, and lift heavy objects as needed

Salary: Based on experience

Job Type: Full-time

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan

Schedule: Monday to Friday

Work Location: In person

To Apply: Submit Resume via email at info@voteindianriver.gov