

# Systems Administrator

Sarasota County Supervisor of Elections Sarasota, FL

## Position Summary

The Systems Administrator is an Information Technology professional responsible for the coordination, implementation, planning, investigating and serving as the liaison for all facets of data processing, to include any election related tasks.

**Employment Type:** Full-Time, 40 hours per week, Exempt

**Pay Range:** \$40,996.00 - \$87,630.00 per year; starting pay commensurate with experience.

## Key Responsibilities

- Provides expertise on hardware and software, considering costs and capabilities
- Installs new software and hardware, including network operating system, as assigned
- Adds new systems to network and ensure all required documentation
- Ensures account setup, maintenance, and removal; provides user support
- Assists to administer/maintain networked servers
- Ensures timely systems backups and maintains logs
- Protects data and performs and tests backup processes
- Maintain password, trustee and viral security
- Maintain network policy and maintenance controls, including network security
- Troubleshooting, including maintenance and repair of computer equipment
- Assists with ballot preparation, processing and tabulation
- Performs equipment tests to include election and computer equipment as needed or assigned
- Responsible for network design
- Participates in the review and revision of security and emergency procedures and the maintenance of the information system disaster recovery plan
- Maintains system software licenses and supervise all software installations

## Minimum Qualifications

- Graduation from a regionally accredited college or university with a bachelor's degree focused on computer science, information systems, computer operations, information technology, or a similar field of study. Experience may substitute for formal education at the discretion of management.
- MCP or MCSE certification, 3 years' experience in computer operations, data communications, or information technology, including supervisory training or experience
- Helpdesk and response experience
- Ability to image new PCs
- Knowledge of Office 365, VMware, two-factor authentication, VoIP and storage area networks
- Ability to coordinate various activities and set priorities during elections
- Ability to understand and carry out complex oral and written instructions
- Ability to develop, write, compile, analyze, compose, and edit policies, correspondence, and reports

- Must be a team player with the ability to establish and maintain good working relationships with co-workers
- Adaptable to change
- Ability to communicate courteously and effectively in oral and written form with coworkers and the public
- Ability to establish and maintain good working relationship with co-workers, county officials, and the public
- Ability to plan, organize, schedule, and coordinate work assignments
- Working knowledge of Microsoft windows, Excel spreadsheets, etc.
- Adaptable to change
- Ability to learn and adhere to laws, regulations and procedures
- Possession of a valid Florida driver license and favorable driving record

### **Preferred Qualifications**

- Database management experience, Office 365, VMware and two-factor authentication.
- Knowledge of state and local elections laws

### **Work Environment**

- Involves sitting at a desk, prolonged standing at times, stooping and occasional lifting of objects less than 25 pounds, possibly moving objects up to 100 pounds with assistance.
- Demands the ability to work well under pressure.
- Work may involve extended hours at various locations.
- Involves local travel, occasional long-distance travel for training

**Send resume to: [jfett@sarasotavotes.gov](mailto:jfett@sarasotavotes.gov)**

*Closing Date: Open until filled*