



**CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS
invites applications for the position of:**

Technology Manager

SALARY: \$25.24 - \$33.17 Hourly

OPENING DATE: 5/17/19

CLOSING DATE: Open until Filled

GENERAL DESCRIPTION:

This is a career opportunity with the Supervisor of Elections in the area of technology and election management. Will have varied tasks requiring the ability to multi-task and focus on details and deadlines. Advanced knowledge technology management and security required.

ESSENTIAL FUNCTIONS:

Manages the network including: cyber security, patch management, anti-malware management, firewall management, disaster recover/continuity of operations, server backup and restore, hardware and software upgrades and electronic archiving. Develops, deploys and manages cyber security for all employees. Develops budget for technology and equipment purchases. Develops, writes and manages policy and procedure for cyber security and acceptable use of technology assets. Manages infrastructure to include ordering, updating and maintaining servers, computers, software, and hardware components. Works with 3rd party vendors to manage cyber security, SLA's, contracts, and external disaster recovery assistance. Maintains address points in GIS for use in voter registration as well as assisting with reapportionment and re-precinct. Assists with tabulation. Asset Inventory and disposal. Performs other related duties as required. Assist the Supervisor of Elections and Operations Manager with special projects while providing support for all office administration functions.

MINIMUM REQUIREMENTS:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Four (4) years computer and technical management (IT) experience. Ability to install, troubleshoot, upgrade and document PC hardware, software and Microsoft Office Suite and/or related products. Four (4) or more years of progressively responsible experience and/or any equivalent combination of education and experience and training (SEC+, A+, Network+, CISM etc) that provides the required knowledge, skills and abilities, may be substituted for the minimum qualifications. This position requires lifting of 50lbs. The applicant must possess a valid Florida Driver's License and a favorable driving record. The Citrus County Supervisor of Election's is a drug free, smoke free workplace.

QUALIFICATIONS:

Four (4) year Bachelor's degree preferred in Information Technology, network management (Active Directory (AD), DHCP and DNS) experience, basic understanding of GIS (MapInfo or ArcMap). Knowledge of Exchange and SQL. CISM, GSEC, or CISSP.

SUPPLEMENTAL INFORMATION:

Basis of Rating: Each application will be carefully reviewed to assess each individual's qualifications. Selected persons will be interviewed which will determine who will be hired for the job. The type and length of related work experience, training and education as shown on the application will be an important consideration in the entire application and selection process. Selected applicant will be required to do assessment testing to include Customer Service Mindset, Technical Support – IT/Network, Computer Technician Skills, Microsoft Office 2013 Help Desk, Warehouse Safety and Inventory Management or other assessments required by agency.

Certain service members and veterans and the spouse and family members of the service members and veterans receive preference and priority in employment by the State and are encouraged to apply for positions being filled.

Veteran's Preference will be given to eligible veterans and qualified spouses. A copy of a DD-214 or other supporting documentation must be hand delivered, faxed or mailed to Human Resources and received by the closing date. *DD-214 must list Character of Discharge*

Citrus County Supervisor of Elections is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

Benefits: Paid time off; paid holidays; paid disability, medical, life and dental insurance; plus social security. Retirement plan provided with a 3% employee contribution.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.citrusbocc.com>
 3600 W. Sovereign Path, Ste. 178
 Lecanto, FL 34461
 (352) 527-5370

Position #
 TECHNOLOGY MANAGER
 SS

HR@citrusbocc.com