

Supervisor of Elections Office, Leon County FL
Job Description

Position: Information Technology Director

Position Pay Grade: \$80,443-\$132,731

Apply through application link at www.LeonVotes.gov/Jobs

GENERAL DESCRIPTION:

This is an executive level professional position on the management team at the Leon County Supervisor of Elections Office (SOE). The Information Technology (IT) Director is a highly innovative position that requires managing and protecting technology for the SOE, supervising technical staff, creating and maintaining documentation, and budgeting for technology needs. The IT Director supports the SOE's mission and maintains operational continuity. The person in this position works closely with Leon County's Office of Information and Technology (OIT) Department and is expected to be available to respond to all technical issues and external threats and coordinate appropriate responses for the SOE office. This role will often require technical support hours outside the traditional business schedule in order to monitor and assure the functionality and security of computer and network systems.

The SOE's IT Director must be able to work under pressure, maintain flexible hours and complete tasks in a timely and organized manner. Must be able to lift up to fifty pounds as moving equipment and computers may be required. Some out-of-town travel is required for participation in training, user groups and certifications. Work is performed under the general direction of the Supervisor of Elections and/or the Deputy Supervisor of Elections.

DUTIES:

- Responsible for managing, acquiring, and protecting the critical infrastructure technology assets of the Leon County Supervisor of Elections office.
- Responsible for network and business continuity related to technology.
- Provide innovative, secure, and appropriate cybersecurity measures for the office; ensure SOE staff participate in cybersecurity awareness training programs.

Our mission is to provide outstanding voter services and accessible elections
in Leon County with integrity, transparency, and accuracy.

- Serve as primary liaison with state, federal, and local government technical partners; represent the office with elections technology forums, associations, and vendors.
- Develop technical standards, documentation, security policies, and best practices for SOE staff.
- Assure compliance with required technology audits and contracts.
- Develop strategies and policies for technology use and deployment for all staff at the SOE.
- Supervise technical staff; develop staff skills and abilities at the SOE.
- Supervise the planning, staging, and deployment of all computer and network systems and technologies necessary to conduct elections; ensure that systems stay functional across all Early Voting sites and polling locations.
- Test, approve, and maintain hardware and software acquisitions and versions.
- Attend industry conferences and symposiums to keep abreast of new trends, statutes, and concepts in the elections and computer fields.
- Assure timely patching of computer systems and networks.
- Provide appropriate access and support staff needs for data extraction and reporting from a variety of software systems.
- Develop budgeting priorities and promote fiscally responsible use of public dollars.
- Perform other tasks as required.

REQUIRED SKILLS AND EXPERIENCE:

- Proficiency in Microsoft server-based technologies, including system performance monitoring, user account management, backup/retrieval of data and SQL Server administration experience.
- Experience managing PC based user group and network administration.
- Familiar with enterprise-level relational databases and table structures.
- Experience in creating and managing an enterprise-level budget for technology infrastructure.
- Proficiency, experience and knowledge in cybersecurity protection and reaction measures.
- Personnel supervisory experience and efficient communication skills.
- Knowledge of web-based Content Management Systems (CMS).
- Must possess a valid Driver's License and favorable driving record by hire date.

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DESIRED SKILLS AND EXPERIENCE:

- Project management.
- Asset management, preferably software based.
- Experience with cloud-based technology solutions and applications.
- Proven experience in forecasting and long-range planning.
- Knowledge of the state-wide Florida Voter Registration System (FVRS).

TRAINING, BACKGROUND AND EXPERIENCE:

- Bachelor of Science degree in a technical field and five years' experience in a supervisory capacity, with at least two of those in a Director-level position. Director-level, or equivalent, means responsible for staffing, budgeting and policy making decisions for an agency.
- Related professional experience may be substituted for education year-for-year.
- MCSE certification preferred.
- Due to the security thresholds for the IT Director position and the location of secure servers, successful applicants will be required to pass a level 4 Criminal Justice Information Services (CJIS) background check prior to hire.

WHO WE ARE

The Leon County Supervisor of Elections Office is nationally recognized in the elections industry as an established leader in elections transparency, security, and innovation. The office is led by 25-year election industry veteran Supervisor Mark S. Earley, first elected to office in 2016, and fortified with a well-seasoned staff of elections professionals. Our office values training, continuing education and pursuing industry-standard certifications for our staff to have a fulfilling career in elections. Staff in this office must be flexible and resilient to navigate the ebb and flow of rigorous election cycles and remain committed to the mission of the office and be accountable to the community of Leon County. We have a long tradition of helping develop best practices and industry-wide software and hardware solutions within the elections industry.

Our office offers a competitive benefits package and employee-forward policies, similar to the Leon County's Board of County Commissioners. Options include health, dental, vision, life and supplemental insurance. Employees are enrolled in the Florida Retirement System (FRS) and can choose to participate in deferred compensation plans. Annual and sick leave, parental leave, and compensatory leave are also among the features of employment.

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