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## Manager, Information Services

Responsible administrative, technical, and supervisory position involving all phases of computer operations and Information Technology (GIS services knowledge helpful) in the Office of the Supervisor of Elections.

- Manages assigned Information Services staff.
- Reviews and evaluates status and development of assigned projects.
- Assists and maintains IT security and protocols.
- Assists with development of annual department budget.
- This position reports to the Director of Information Services.
- Complete job description available upon request.

Requirements include:

- Associate's or bachelor's degree or comparable years of experience
- Minimum of four years of experience in elections, IT or related supervisory position.
- Available to work extended hours, weekends, and holidays as needed, with little or no advance notice.
- Ability to present oral and written reports clearly and concisely.
- Ability to maintain a current and useful knowledge of computer technology.
- Must be able to pass FL Level 2 background check.
- Certification as Master FL Certified Election Professional required within three years of hire.
- Continuing education to maintain MFCEP certification.
- Must be a registered voter in the State of Florida.
- Must have a valid FL driver's license.

Salary Range: \$50,000 - \$60,000

Excellent benefits package

Special consideration is given to qualified veterans, known as Veteran's Preference.

**To apply submit a resume and cover letter to our office address at:**

**Lake County Supervisor of Elections, 1898 E. Burleigh Blvd., Tavares, FL 32778 Attn: HR**

No Phone Calls Please

OUR COMMITMENT

✓ Voter Confidence ✓ Excellent Service ✓ Accurate & Efficient Elections ✓ Responsible Financial Stewardship