



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

I.T. Tech & Warehouse Manager

SALARY: \$17.23 - \$21.15 Hourly

OPENING DATE: 08/23/17

CLOSING DATE: 09/20/17 04:30 PM

GENERAL DESCRIPTION:

This is a career opportunity with the Supervisor of Elections to learn the process of election management. Will have varied tasks to learn, requiring the ability to focus on details and deadlines.

ESSENTIAL FUNCTIONS:

Maintains working knowledge of the Election Laws of the State of Florida, as well as working knowledge of the voting system and voter registration system used in Citrus County. Assists in coordinating and monitoring voting equipment activities. Provide primary and secondary support of office computer technology which includes problem resolution, when needed. Creates manuals, procedures and budgets for work environment. Maintains, organizes and prepares the warehouse for elections. Experience in the preparation and delivery of presentations for the purpose of training. Will be expected to train staff, election workers and part time staff on voting equipment and software programs. Creates working schedules and equipment needs for part time staff and election delivery. Ability to support applications such as Word, Access, Excel, Outlook, PowerPoint and other required applications. Must possess excellent interpersonal communication skills and organizational skills. Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Requires Associate's degree, vocational technical degree, specialized training in management of information systems, computer science, or closely related field that is equivalent to satisfactory completion of two years of college education. (Prefer any of the following certifications: MCTS, CompTIA A+, Net+ or Sec+). The applicant must possess a minimum of four years of hands-on knowledge of MS Windows Servers, and Workstations functioning in a Microsoft Active Directory environment with emphasis on Windows Server 2008 - 2016 and Windows7/10 as well as VMWare and Hyper-V. Trouble shooting workstation hardware and software issues, permission related issues, and other related technical issues as needed. Supplemented by a minimum of five years progressively responsible experience in computer science, information technology systems, business, or elections operations; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. This job requires an intermediate level of IT skills and the applicant must have the ability to focus on details. 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.

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, Basic Warehouse Knowledge, 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>

Position #SOE1
I.T. TECH & WAREHOUSE MANAGER
SS

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