

## Elections IT Coordinator

**Salary-** \$22.54 – \$25.00 hourly  
\$46,883 - \$52,000 Annually

**Issue Date:** Tuesday, September 14, 2021

**Closing Date:** Friday, October 1, 2021 (or until filled)

**Cover letter, Resume', and Application (available on the website) should be**

- **Mailed** to: Escambia County Supervisor of Elections Office  
ATTN: Sonya Daniel, Deputy SOE  
P.O. Box 12601  
Pensacola, Florida 32591-2601
- **Emailed** to: SOE@escambivotes.com
- or **Hand-delivered** to: 213 Palafox Place 2<sup>nd</sup> Floor, Pensacola, Florida 32502

### Description

This position coordinates the support for technology hardware and software installations, maintains the performance of elections equipment and GIS systems for the Supervisor of Elections Office (SOE) and will supervise appropriate staff. Must be able to work under pressure, work overtime during election cycles while completing tasks in a timely and organized manner. The position reports to the Deputy Supervisor of Elections for Operations and supports SOE staff use and installation of telecommunication, computer networks and technology.

**Examples of Duties (These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)**

1. Develop strategies for efficient elections through the use of personnel and computerized systems as a member of the elections management team
2. Manages electronic pollbook deployments for early voting and polling locations
3. Collaborate in developing budgets in support of telecommunications and computer hardware and software acquisition, testing and maintenance, with Deputy SOEs
4. Create and manage election data in windows desktop environment
5. Plan inspection, testing and preventative maintenance schedules for voting system hardware
6. Supports Logic and Accuracy Tests prior to elections
7. Participates in development of coordinated statewide responses to vendor initiatives and problems in the election services field
8. Develop acceptance standards for newly acquired election hardware

9. Provide support services to staff on computer operations
10. Attend industry conferences and symposiums to keep abreast of new trends, statutes, and concepts in the elections and computer fields
11. Work effectively as team with other co-workers and supervisors
12. Supervise and assist in the professional development of IT staff
13. Monitor the latest security legislation, regulations, advisories, alerts, and vulnerabilities pertaining to the SOE office and develop appropriate action steps for mitigation
14. Maintain knowledge of and document the technical aspects of the SOE network showing how all FVRS related equipment is connected to the SOE network and to the State
15. Ensure that all procedures are carried out in accordance with Election Laws, office policies and procedures
16. Participate in coordination of information requested by courts, agencies, candidates, and public in the absence of the SOE
17. Support the GIS program involving the maintenance of precinct Lines and Boundaries
18. Procure, install, configure, operate, and maintain hardware, software, and related infrastructure
19. Perform and maintain data and system backups, including implementing optimal server backup strategies
20. Develop technical standards, documentation, security policies, and best practices for SOE staff
21. Provide technical guidance, expertise, and support to subordinate, internal and temporary staff. Identify training opportunities as needed
22. Provide exceptional Customer Service.
  - a. Ability to deal with the public, with clear expression in English
  - b. Clear and concise rapid response to the public is required regarding all office matters
  - c. Ability to answer questions from the public pertaining to elections, registration requirements, voting procedures, etc.
23. Performs other related work as assigned

## **Typical Qualifications**

### **Minimum Qualification Requirements:**

Bachelor's Degree in Information Technology or related technical field

1. Minimum 2 years of related experience in information technology, business system analysis or related field; or an equivalent of combined education and/or experience sufficient to successfully perform the duties of the job such as is listed above
2. Certification by an industry recognized organization e.g. Microsoft MCSA: Windows Server 2016, MCSA: SQL2016 Database Administration, Comp A+, Network+, Security+ or Server+ is preferred
3. Must possess a valid Florida Driver's License and favorable driving record

### **Knowledge, Skills, Abilities, and Other Characteristics (KSAOs)**

#### **Knowledge of:**

- Industry standards and frameworks, including National Institute of Standards and Technology (NIST), Payment Card Industry Data Security Standard (PCI), International Organization for Standardization (ISO), Open Web Application Security Project (OWASP), and Control Objectives for Information and Related Technologies (COBIT)
- Standard office practices, procedures, and policies
- Personal computers, operating systems, and related software applications network devices, multiple operating systems, and secure architectures
- SIEM technologies and their operation
- Project management principles
- Systems administration techniques and principles
- Client server environments
- Supervisory principles

#### **Demonstrated Skill in:**

- 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
- Experience in planning and deploying multi-user technology and solutions
- Performing needs assessments
- Communicating technical information to a non-technical audience
- Troubleshooting complex hardware, software, database, and/or network problems
- Communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. sufficient to exchange or convey information and receive work direction

**Desired Skills:**

- Programming experience (C#, VB.NET, SQL or equivalent)
- Knowledge of web-based Content Management Systems (CMS)
- Project management and/or asset management experience
- Experience with cloud-based technology solutions and applications
- Knowledge of election laws and procedures

**Ability to:**

Deal with the public with clear expression in English

**Supplemental Information****Employee Responsibilities:**

All Escambia County Supervisor of Elections employees must serve the public and fellow employees with honesty and integrity in full compliance with the Election Laws of Florida, the Escambia County Supervisor of Elections Employee Handbook, which include specific policies on ethics and conflict of interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

**Election Cycle Responsibilities:**

During an election cycle, the incumbent of this position will automatically be considered for additional election responsibilities. This employee is subject to being called to work evenings and/or weekends and is expected to perform election related duties, as assigned. Work is generally split between an office-type environment and a warehouse-type environment, deployment to an Early Voting or Election Day voting location is sometimes required.

**ADA Requirements****Physical Requirements:**

Positions in this class typically require fingering, talking, hearing, seeing and repetitive motions. Occasionally and during an election cycle this position will have periods of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting of computers, printers, and elections related equipment.

**Medium Work:** Exerting and/or lifting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds constantly to move objects. Incumbents may be subjected to moving computers, printers, elections equipment and related components.