

## St. Johns County Supervisor of Elections Office

**Job Title:** Elections Information Technology Coordinator

**Status:** Non-Exempt

**Salary Range:** \$69,000 - \$89,000

### **Purpose of Job:**

To provide technical services supporting the operation of the Elections Office. Including office computer technology, elections related hardware and software, voting equipment and other related peripherals.

### **Main Duties and Responsibilities:**

Provides primary support for office computer technology which includes file servers, both virtual and physical, storage devices, which includes SAN and/or NAS, office workstations, switches, routers/firewalls, printers, barcode and document scanners. Ability to perform typical maintenance and troubleshooting of the computer system, office equipment, such as backing up, updating or patching, anti-virus, and troubleshooting performance issues. Ability to support applications such as Word, Access, Excel, Outlook, etc. Possess a working knowledge Windows 10, Windows Servers, Linux, Microsoft SQL Server, Exchange, VMware, patch management, and other peripheral software, and participates in the resolution of difficult computer-related problems. Assists in coordinating and monitoring Voting Equipment activities. Performs records management. Assists in preparing analytical and research reports, budgets, summaries, and recommendations. Assists with updating and maintaining the public website. Maintains ballot-on-demand printers, electronic poll books and other electronic elections equipment. Maintains working knowledge of inventory control.

### **Knowledge, Skills and Ability:**

Excellent interpersonal, communication, and problem solving skills required for working with the staff and public in a responsive, courteous, and professional manner. Developed and mature teamwork skills – able to interact respectfully and effectively with co-workers. Commitment to continuous learning. Must possess excellent organizational skills. Ability to analyze technical and administrative problems and make appropriate recommendations which are clear, concise and be ready to implement those recommendations, when required. Ability to perform in an environment of constant change; ability to perform in a flexible work environment. Work extended hours, including Saturdays, Sundays, holidays and evenings with minimal or no notice. Must be a registered voter in Florida. Must possess and maintain a valid Florida driver's license.

### **Education:**

Applicant must possess a minimum of five years' direct hands-on experience with VMware 6.x Enterprise, Windows Servers 2008, 2012 & 2016, Windows 10 functioning in a Microsoft Active Directory environment, and three plus years' hands-on experience with Microsoft SQL Server, Exchange, Group Policy, DHCP, Roaming Profiles, PaloAlto Firewalls, Routers, Cisco Layer 3 Switches, NAT, Routing Protocols, Email Archiving, Virus/Malware Prevention & Mitigation Processes, Windows permissions at both the NTFS and Share Level, Horizon View, Veeam Backup and recovery processes.

SJC Supervisor of Elections is a drug free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics. This position is being advertised for the St. Johns County Supervisor of Elections Office. For any information regarding this position, please contact the Supervisor of Elections Office at (904) 823-2238.

A complete job description including the physical/visual requirements and the environmental conditions of the job are available at the Supervisor of Elections Office.

Application must be submitted through our online application service. For more information or to apply please visit our website – [www.sjcfl.us/Personnel/ApplyOnline.aspx](http://www.sjcfl.us/Personnel/ApplyOnline.aspx).