

St. Johns County Supervisor of Elections Office

Job Title: IT Coordinator

Status: Non-Exempt

Salary Range: \$49,000 - \$68,900

Purpose of Job:

To provide technical services supporting the operation of the Elections Office, 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.; working knowledge of Windows 7 and Windows 10, Windows Servers, Microsoft SQL Server, Exchange, VMware, patch management, and other peripheral software, and participates in the resolution of difficult computer-related problems. Maintains a working knowledge of the Election Laws of the State of Florida, as well as a working knowledge of the voting system and voter registration system used in St. Johns County. Ability to accurately and proficiently assist voters by phone or in person. 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 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 and concise and be able 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 5 years' hands-on experience with VMware 5.x or 6.x, Windows Servers 2008 & 2012, Windows 7, and Windows 10 functioning in a Microsoft Active Directory environment. Direct knowledge of Microsoft SQL Server, Exchange, Group Policy, DHCP, Roaming Profiles, Firewalls, Routers, Layer 3 Switches, NAT, Routing Protocols, Email Archiving, Virus/Malware Prevention & Mitigation Processes, Anti-Virus Servers, Windows permissions at both the NTFS and Share Level. 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.