

## St. Johns County Supervisor of Elections Office

**Job Title:** Business Technology Services Technician

**Status:** Non-Exempt

**Salary Range:** \$45,000 - \$60,000

### **Purpose of Job:**

To provide technical services supporting the operation of the Elections Office which includes the Geographical Information System (GIS), office computer technology, elections related software, voting equipment and other related hardware.

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

Ability to add, remove or modify street segments, as needed, in the GIS system; this requires maintaining accuracy when working with legal descriptions, zoning, surveys and shape files provided by county GIS department. Receive and respond to special requests for GIS information from SOE Staff; prepare and/or submit reports of work activities; initiate problem resolution, when needed. Provide primary and secondary 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 of the computer system and office equipment such as backing up, updating, anti-virus and troubleshooting. Ability to support applications such as Word, Access, Excel, Outlook, etc.; working knowledge of Windows 7 and Windows 10, Server 2012, patch management, and other peripheral software, as required. 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 Center activities; participates in the resolution of difficult computer-related problems. Performs records management and data entry activities. Assists in preparing analytical and research reports, budgets, summaries, and recommendations. Assists with updating and maintaining the public website. Maintains adequate ballot-on-demand printers, electronic poll books and other electronic election equipment. Assists with voter education activities, as required. Maintains working knowledge of inventory control and records management procedures. Perform other related duties as assigned.

### **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:**

A minimum of a Bachelor's Degree in Geographical Information Systems or 5 years working knowledge with TIGER, city, and district boundary line data. Knowledge of Pitney Bowes MapInfo Product a plus. In addition, applicant must possess 5 plus years hands-on knowledge of VMWare, Windows Servers, and Workstations functioning in a Microsoft Active Directory environment with emphasis on Windows Server 2012 and Windows 7/10. Trouble shooting workstation hardware and software issues, permission related issues, and other related technical issues as needed. 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).