



SYSTEMS ANALYST

POSITION DESCRIPTION

JUNE 2016

DEPARTMENT: INFORMATION SYSTEMS	
CLASSIFICATION: EXEMPT	PAY GRADE: 13

POSITION SUMMARY

The Applications Programmer participates in the design, development, implementation, and maintenance of Voter Registration Software for the Supervisor of Elections (SOE) information systems.

The Systems Analyst reports to the Systems Analyst Supervisor and does not supervise any staff or temporary workers.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Computer Science, Information Systems, or a related field
- Minimum of two years' experience in a position utilizing Visual Studio for .Net development
- Minimum of one year of experience in Web development
- Minimum of one year of experience working with relational databases using SQL query language
- Ability to manage multiple projects simultaneously from conception to completion with limited supervision and a high degree of accuracy and attention to detail
- Ability to analyze and solve system issues and to communicate solutions effectively to end-users, management, and SOE Information Systems employees
- Analytical problem-solving skills
- Good verbal communication skills
- Proficiency with Microsoft Office products including advanced knowledge of spreadsheets, database queries, and word processing, and ability to learn new software programs
- Valid driver's license and driving history that meets SOE driving standards

PREFERRED:

- Master's Degree in Computer Science, Information Systems, or related field
- a position performing web and/or mobile application graphic design
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election administration

POSITION FUNCTIONS AND DUTIES

- Design, develop, test, implement, and maintain information systems in support of SOE activities
- Analyze, identify solutions, and resolve problems for end-users.
- Install and configure third-party software on voter registration equipment as needed.
- Continually develop and apply knowledge of Florida election laws applicable to IS policies, procedures, and systems in order to effectively perform programming duties.
- Remain current on emerging technology that may benefit the SOE systems and users.
- Perform all other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. Requires contact with management, coworkers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position may require additional hours during the scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, tablets, iPads, scanners, modems, routers, printers, election equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements & Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Standing	Reading and Comprehending
Driving	Hand-Eye Coordination	Focus for Extending Periods
Bending	Walking	Sitting
Pulling	Grasping	Repetitive Wrist Motion
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Crouching	Oral Communication	Problem-Solving
		Visual Acuity
		Hearing
		Decision-Making

This description may not be all-inclusive and is subject to change at any time. All employees are expected to perform other duties as assigned and directed by management. Position description and duties may be modified whenever deemed appropriate. When applicable, Orange County Supervisor of Elections will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create an undue hardship.

Employment at Orange County Supervisor of Elections is at-will. This position description is not intended, nor should it be construed, to modify this employment-at-will relationship.