



Orange County Supervisor of Elections Job Opportunity Announcement

Date:	March 18, 2020
Job Title:	Director – Information Services
Department:	Information Services
Recruiting Location:	Orlando, FL
Position Type:	Regular / Full-Time
FLSA Status:	Exempt
Salary:	Compensation Commensurate with Experience
Application Deadline:	Open Until Filled

POSITION SUMMARY

The Director of Information Systems oversees all operations of the Information Systems Division. The Director also provides strategic direction to the organization regarding Information Systems initiative and needs, and establishes security systems, policies, procedures, and protocols related to all Information Systems functions.

The Director of Information Systems reports to the Supervisor of Elections and supervises a staff of 16, as well as temporary workers during election events.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Computer Science, Information Systems, or a related field
- Minimum of five years' experience in a leadership position with increasing accountability and responsibility for an enterprise-wide IT/IS functions
- Minimum of ten years' experience in the design, development, and implementation of enterprise level software solutions
- Prior experience working a minimum of five election cycles in an Information Systems position
- Prior work experience in a position with rapidly changing priorities and pressure from constant deadlines
- Prior work experience successfully recruiting, hiring, leading, and developing people
- Proficiency in Microsoft SQL Server Database, Oracle, PL/SQL, .Net, Microsoft products
- Expert technological skills, including proficiency with Microsoft Office products, imaging software, database design and management, object oriented software development, election-related software, GIS programs, and mapping
- Analytical problem-solving skills to identify and resolve complex IT issues efficiently
- High level of diplomacy, judgment, integrity, flexibility, professionalism, and credibility
- Ability to maintain confidentiality and to handle sensitive employee issues with diplomacy and tact
- Ability to manage multiple projects simultaneously from conception to completion with a high degree of accuracy and attention to detail
- Knowledge of Florida election laws and procedures, including those related to electronic systems requirements
- Excellent verbal/written communication skills
- Leadership skill and ability including a collaborative work style and strong consensus building skills
- Excellent organizational and follow-up skills with attention to detail and accuracy
- Ability to consistently respond to system-related emergencies on a 24 hour basis
- Valid driver's license and driving history that meets SOE driving standards

PREFERRED:

- Prior upper-level management experience in a government agency
- Knowledge of districting and precincts
- Knowledge of Statewide Florida Voter Registration System
- Knowledge in the development and management of web applications

POSITION FUNCTIONS AND DUTIES

- Work with the Supervisor of Elections to develop short- and long-range goals for the IS function of the SOE. Ensure strategic, operational, budget, and fiscal objectives and goals are realized. Continually analyze the business to proactively identify opportunities and re-evaluate or create new strategies.
- Focus on Cyber Security for the SOE Office by eliminating risks and possible leaks. Protect data and information from being compromised on computer networks, cloud servers, mobile devices, and payment software. Analyze where these risks are and develop strategies to prevent breaches.
- At all times, promote leadership throughout the organization by seeking solutions that are mutually beneficial for all concerned. Set the standards for integrity and ethical behavior; develop and motivate others through sharing ideas, coaching, and mentoring; give constructive and timely feedback; hold people accountable in a professional manner and use positive reinforcement when addressing performance issues; build credibility and trust through predictable behavior, demonstrating personal integrity, being visible and approachable, and providing clear communication.
- Promote a nonpartisan philosophy in actions and words to engage and involve employees and the community in the elections process on behalf of the Orange County Supervisor of Elections (SOE) and to sustain positive relations with community members.
- Recruit, hire, develop, and lead direct reports. Set performance guidelines and communicate regularly regarding goals and objectives. Coach, discipline, and/or terminate when necessary. Establish and monitor training for direct reports. Conduct appraisals and administer compensation changes consistent with Orange County SOE practices, policies, and guidelines.
- Stay abreast of SOE trends, local business issues, potential business challenges, and other relevant operational issues that may have an impact on IS functions. Anticipate, plan for, craft solutions to, and respond effectively to challenges related to the IS Division.
- Establish and maintain level of credibility and trust that encourages employees at all levels to openly discuss issues. Set the tone for leadership consistent with the SOE mission and philosophy.
- Supervise, plan, and direct all functions for the Information Systems Department and its employees.
- Create, modify, and maintain software applications, and train and direct staff on new applications.
- Develop work schedules for employees and temporary workers for election events and locations.
- Continually develop and apply knowledge of Florida election laws in order to effectively manage the IS function at the SOE.
- Collaborate with other Directors on office initiatives, procedures, and cross-departmental needs that are necessary to support election events. Assist with resolutions to IS needs and challenges.
- Develop and maintain documentation of all procedures and applications for the Information Services department.
- Develop annual department budget, manage expenses, monitor trends and make adjustments as necessary.
- Continually evaluate and implement new processes, policies, or procedures for the SOE to remain current with all information and electronic systems.
- Ensure compliance with all county, state, and federal laws and regulations pertaining to the information systems at SOE.
- Provide leadership and guidance to temporary workers as needed during elections.
- Ensure maintenance of connectivity with the FVRS Voter Registration System.
- Ensure maintenance of connectivity with VoterFocus (VR) System.
- As needed, provide direction and assistance to staff from all departments for election-related activities.
- Remain current on emerging technology that may benefit the SOE systems and users.
- Represent the SOE at community meetings, events, and attend internal management meetings on a regular basis. Participate in committees as requested.
- Assist Departments with functions and projects as needed.
- Assist Supervisor of Elections with any special projects as directed.
- 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. This position may also work indoors and outdoors at public events. Requires regular and ongoing contact with the general public, other SOE staff, businesses, vendors, and government professionals. This position requires full-time hours, as well as 24-hour availability for any systems emergencies.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

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SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, copiers, laptops, tablets, iPads, scanners, modems, routers, printers, UPS units, audio visual equipment, mobile phones, voting equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

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

Disclaimer:

This is a general overview of the Administrative Coordinator's position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856

Email application to:

recruiter@ocfelections.com