



## Orange County Supervisor of Elections Job Opportunity Announcement

<b>Date:</b>	<b>March 20, 2020</b>
<b>Job Title:</b>	<b>Senior Programmer Analyst</b>
<b>Department:</b>	<b>Information Services</b>
<b>Recruiting Location:</b>	<b>Orlando, FL</b>
<b>Position Type:</b>	<b>Regular / Full-Time</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary:</b>	<b>\$58,132 - \$87,196</b>
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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### POSITION SUMMARY

The Senior Programmer Analyst is responsible for performing complex work, codes, tests, debugs, documents and maintains applications and programs based on specifications provided.

The Senior Programmer reports to the Programming Manager. Performance is reviewed through observations, work performance, reports and achievement of desired results.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Bachelor's Degree in Computer Science, Information Systems or related field
- Minimum of three years of experience in of recent progressively responsible programming experience or an equivalent combination of related education, training and experience
- Prior work experience in a position with rapidly changing priorities and deadlines
- Past position working with projects from conception to completion with high degree of accuracy and attention to detail
- Valid driver's license and driving history that meets SOE driving standards

#### PREFERRED:

- Master's Degree in Computer Science, Information Systems or related field
- Hands on Web Programming experience
- Knowledge and experience with C#/.Net, JavaScript, Web Services, Amazon RDS for Oracle, SQL Server Database

### POSITION FUNCTIONS AND DUTIES

- Develops, enhances, installs and tests computer software applications based on specifications. Writes complex structured query language (SQL) queries.
- Designs and develops moderately complex databases with assistance from Information Systems Management.
- Performs moderately complex workflow analysis and recommends quality improvements.
- Analyses and troubleshoots application problems working with technical staff and other departments.
- Analyses departments' needs and provides recommendations for automated solutions with assistance from Information Systems Management.
- Monitor systems for performance and efficiency.
- Communicates and interacts with staff and functions as a liaison to increase efficiency and functionality of software applications.
- Provide applications support as needed.
- Documents applications, technical specifications and user's manual.
- Assists in generating test plans and quality assurance policies and procedures.

- Maintains current technology expertise.
- Assist Information Systems Management 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. Requires contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

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.

## 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, printers, election equipment, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Reaching	Repetitive Wrist Motion
Pushing	Hand-Eye Coordination	Focus for Extending Periods
Carrying	Light Lifting (up to 10 lbs.)	Sitting
Pulling	Standing	Visual Acuity
	Mental Alertness	Reading and Comprehending
	Decision Making	Problem-Solving

### 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](mailto:recruiter@ocfelections.com)