



Orange County Supervisor of Elections

Job Opportunity Announcement

Date: September 8, 2021

Job Title: Information Systems Manager

Department: Information Services

Recruiting Location: Orlando, FL

Position Type: Regular / Full-Time

FLSA Status: Exempt

Salary: Commensurate with experience

Application Deadline: Open Until Filled

Applicant COVID-19 Notice: In accordance with Orange County government employee requirements, all SOE employees must be fully vaccinated by September 30, 2021. All employees who elect to receive a two-dose COVID-19 vaccine must receive their first dose by August 31, 2021 and their second dose by September 16, 2021. Employees who elect to receive a single-dose COVID-19 vaccination must receive the vaccine by September 16, 2021. A vaccination attestation and documentation are required upon hire. Requests for exemptions based on medical, religious, or other legally-covered reasons will be considered. Employees granted exemptions are required to comply with additional health and safety protocols, including, among others, weekly testing.

POSITION SUMMARY

The Information Systems Manager is responsible for the administration of the information technology infrastructure for the Supervisor of Elections (SOE) and for ensuring the reliability and security of these information systems.

The Information Systems Manager reports to the Director, Information Systems and supervises the Systems and Network Administrator as well as the help desk technician and temporary workers during election events.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Computer Science.
- Minimum of five years' experience in a position working with computer networking, analyzing and resolving system issues, communicating quickly and effectively to end-users, management and IS staff.
- Minimum of one to three years' experience in a supervisory position.
- Minimum of three years' experience in a position responsible for administration of information security infrastructure in a windows environment.
- Previous experience accomplishing projects with a high degree of accuracy and attention to detail.
- Prior work experience in a position with rapidly changing priorities and deadlines.
- Excellent communication skills and ability to transform feedback into a plan of action.
- Ability to collaborate and work well in a team environment.
- Previous experience managing Microsoft systems and environment.
- Previous experience managing networks and networking equipment.

- Previous experience working with cloud services.
- Valid driver's license and driving history that meets SOE driving standards.

PREFERRED:

- Master's Degree in Computer Science, Information Systems, or related field
- CISM, CompTIA Security+, CISSP certifications
- Microsoft Certified System Engineer
- AWS Certified Solutions Architect

POSITION FUNCTIONS AND DUTIES

- Plan for and manage the IT infrastructure systems and network.
- Manage integration of purchased systems into existing infrastructure.
- Oversee the security, redundancy, and reliability of the SOE information systems.
- Plan for and budget for full lifecycle of IT equipment and information system services in addition to assisting with the preparation of the annual information technology budget.
- Oversee the development and maintenance of cybersecurity policies and protocols, monitor compliance.
- Audit and monitor digital security of the SOE operations on a continual basis.
- Ensure full compliance with all related mandatory regulations and applicable statutes.
- Work with SOE management, other agencies and outside organizations to reduce organizational risk and promote cybersecurity awareness.
- Maintain Cybersecurity Risk Response plan.
- Assist in the maintenance of the COOP plan.
- Prepare the annual County Information Technology Audit.
- Provide supervision, guidance, and training to direct reports. Coach, develop, discipline, and terminate staff as needed. Continually review staff' workloads, schedules, project status, and results. Ensure all deadlines are met.
- Align with upper management and all other departments to effectively communicate issues, procedures, and collaborate on solutions.
- Assist the Director, Information Systems with any special projects as directed
- Perform 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. Occasionally this role will require work in the warehouse, in which some areas may have elevated temperatures with exposure to dust, dirt and noise. Requires frequent contact with management, co-workers, and other internal personnel of the SOE to provide support with systems security 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, modems, routers, printers, election equipment, power hand tools, hand truck, network tools, audio visual equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Bending	Repetitive Wrist Motion
Pulling	Pushing	Hand-Eye Coordination
Carrying	Moderate Lifting (up to 50 lbs)	Standing
Climbing	Focus for Extending Periods	Reaching
	Sitting	Walking
	Pushing	Reading
	Grasping	Problem-Solving
	Twisting	Comprehending
		Decision Making

DISCLAIMER

This is a general overview of the Information Systems Manager 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:

Email application to: recruiter@ocfelections.com

Mail application to:

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