Champaign County Job Description

Job Title: Technology Specialist
Department: County Clerk
Reports to: Chief Deputy County Clerk
FLSA Status: Non-exempt
Grade Range: G
Prepared Date: August, 2012

SUMMARY Responsible for development, integrity, functionality and execution of the election equipment, software and systems, computer technology and website of the County Clerk's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages the election equipment, software and systems of the County Clerk's Office, assisting with certification and implementing maintenance and upgrades when necessary. Assists with evaluation of new election equipment, software and systems. Responsible for implementation of new procedures related to election equipment, software and systems.

Uses internal software to develop ballots, setup and test the integrity of the vote tabulating programs and reports the results.

Develops and maintains the County Clerk website; responsible for gathering the necessary information to update the website, including new information about Elected Officials and County Board proceedings, which includes posting the video and audio of meetings and documentation; converts documents, spreadsheets, presentations and other material to the web ensuring it meets WC3 standards and ease of use for customers. Responsible for correcting technical problems of the website and e-mail outside of regular office hours.

Manages incoming e-mail to the website using Outlook or a similar e-mail system and forwards e-mails to the appropriate person or department; answers e-mail where appropriate and maintains an archive of e-mails.

Maintains a list of passwords for all employees of the office and inventory of all office computers and programs for each.

Assists the County Clerk staff in routine computer related troubleshooting, including printers, file retrieval, installation of new programs; training and support with implementation of Illinois E-Pay program, other State of Illinois databases, Tele Form program, Elections program and other software.

Makes purchases of computer software and hardware for the County Clerk's Office with the assistance of the County Clerk and the County Systems Administrator.

Responsible for inventory control and management for election and technology equipment, including sufficient controls to comply with Federal Grant monitoring.

Develops and coordinates a long-term strategic plan for County Clerk's Office for information technology management. Assessing current and future data infrastructure needs for the County Clerk's Office and recommends new hardware or software to meet those needs.

Confers with user departments regularly to identify computerization needs and determines how the desired results can be achieved.

Periodically reviews files on the network drive to determine those that should be archived or deleted.

Assists the County Clerk in the development of the internal website that is used to provide information to the County Clerk's staff.

Assists in the development and implementation of new technology for the County Clerk's Office.

Assists the County Clerk in developing and maintaining a County Clerk mapping program for taxes and elections.

Electronically submits County Board notices to Champaign County newspapers.

Develops and maintains an archive of electronically scanned images of County Board Resolutions, Ordinances and minutes.

Develops and maintains Voter Registration kiosks; responsible for troubleshooting, regular maintenance, and transporting registrations to the County Clerk's Office inside and outside of regular office hours.

May assist with the duties of a Deputy County Clerk as needed.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associate's Degree with heavy emphasis in information technology, supplemented with computer course work and 1-3 years working experience; or equivalent combination of education and experience. Requires good knowledge of the English language, spelling and mathematics, of modern office practices and procedures, of office equipment, of AS/400 computer entry, of computer software such as Microsoft Office, WordPerfect, Exchange and an Adobe web development software (Dreamweaver, Flash, etc.) or similar website development software. Requires considerable skill in computer technology. Knowledge and experience with Visual Studio as well as PHP and/or ASP would be beneficial

LANGUAGE SKILLS Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take the oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is quiet to moderate.