



BOARD OF COUNTY COMMISSIONERS  
**DESOTO COUNTY**

Human Resources Department  
201 East Oak Street  
Arcadia, Florida 34266  
Telephone (863) 993-4808  
Fax (863) 993-4708

Drug-Free Workplace

**REQUISITION #24-23**

**RECRUITMENT NOTICE**

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

**POSITION:** IT COORDINATOR  
**POSITION #:** 90126  
**DEPARTMENT:** INFORMATION SYSTEMS  
**SALARY RANGE:** \$55,874.45 - \$86,605.39  
**OPENING DATE:** APRIL 03, 2024  
**CLOSING DATE:** UNTIL FILLED

**GENERAL DESCRIPTION:**

Responsible for all aspects of systems infrastructure support and enhancement, including implementation, administration, and maintenance of systems hardware and software. The incumbent will assist with the migration and integration of new technology into the existing infrastructure required to support the enterprise. The IT Systems Coordinator will also provide technical support to users by troubleshooting and resolving issues with systems hardware or software. Work is performed under the general direction of the Purchasing Director and Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

- Provides leadership and direction in the development of short- and long-range plans; gathers interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Development and management of IT policies.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned area of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assist in preparation of annual budget and CIP.
- Review and ensure network access to all system users and perform necessary maintenance to support network availability such as email accounts, websites, and certain programs.
- Consults with management to determine information requirements of departments to determine boundaries and priorities of data processing and office automation projects; to discuss system needs, and to implement proper security measures to protect the county data, computers, and network.
- Confers with department directors involved with proposed projects to ensure cooperation and further define nature of project.
- Maintain network and login password policy and establish rule changes as needed. Reset user passwords upon request.
- Setup new employee's accounts such as email and network login. Remove terminated employee's network access.
- Coordinates with management staff, support staff, technical personnel, or contractor to solve problems, as required.
- Revises computer operating schedule to introduce new program testing and operating runs.
- Reviews monthly and annual reports of computer and network peripheral equipment, malfunction, and maintenance to ascertain costs and plan operating changes.
- Assist in implementing cybersecurity network measures and user awareness training.
- Assists staff to diagnose and solve computer equipment and/or software problems.
- Ensures that only properly licensed county approval software applications are used on the county network. Renewals and subscriptions are up to date.

**IT COORDINATOR**  
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- Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.
- Assists in IT audit questions and providing information.
- Serve as a member of various employee committees.
- Upon declaration of a disaster and/or emergency, employee in this classification is required to report to work.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of modern electronic data processing theory, principles, and practices.
- Considerable knowledge of management information systems.
- Considerable knowledge of office automation and computerized financial applications.
- Considerable knowledge of local area networks (LAN) and wide area networks (WAN).
- Ability to prepare and analyze complex reports.
- Maintain efficient and effective automated systems and develop simple software programs.
- Ability to install and troubleshoot PC systems.
- Ability to establish and maintain effective working relationships with employees, county officials, and other agencies.
- Ability to communicate effectively both orally and in writing.
- Learn complex software applications and train and support county staff on use of software.
- Skill in operating a personal computer, including word processing and spreadsheet software; local and wide area network routing and switching equipment.
- Experience using the latest versions of Windows Server, Microsoft Exchange Server, Network Attached Storage devices, Cisco switches, Sonic-wall, Barracuda and other routers.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Computer Science, Information Technology or related field; or two (2) years of equivalent work experience. Experience as a Systems Administrator or Operations Manager with a focus on Windows systems (preferred). Possession of a valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input, and retrieve information from a computer.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to lift and/or move up to twenty-five (25) pounds.
- Walking, standing, bending, stooping
- Driving

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: [www.desotobocc.com](http://www.desotobocc.com) or [www.employflorida.com](http://www.employflorida.com)