

Systems Administrator - Tax Collector Office

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Salary \$25.60 - \$42.32 Hourly

Location Various locations throughout Volusia County, FL

Job Type Full-Time

Department Business Services

Job Number 21-00703

Closing 7/27/2021 11:59 PM Eastern

Major Functions

The Tax Collector's Office in Volusia County is seeking to fill a Systems Administrator. This position will be responsible for advanced systems development providing analysis and design through implementation of system or business applications. Involves systems analysis and recommendation of software applications and their use. Provides analysis and recommendations for computer security and performance of technology used within the Tax Collector agency. System Administrator is a direct report to the CIO or their designee.

Illustrative Duties

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists the Chief Information Officer in budget development and fund allocation
- Performs systems analysis, design, testing and implementation of operating and business software
- Provides oversight of technical support for all computing environments supported by the Tax Collector's Office
- Knowledge and customization of current operating systems; workstations and servers
- Provides oversight for high-speed processing as needed
- Provides oversight for third party vendor applications
- Provides strategic analysis of systems; specifically regarding security and performance

Minimum Requirements

Graduation from an accredited four year university or college with a Bachelor's Degree in Computer Science or related field. Five (5) years of computer related technical experience A comparable amount of training, education or experience can be substituted for the minimum qualifications.

Licenses, Certifications or Registrations:

- Must attain Certified Florida Collector Assistant certification within Three (3) years of assuming the Systems Administrator position
- Valid Florida Driver's License
- Ability to obtain State of Florida authority to access Orion, FRVIS, FDACS, e-Vitals and computer systems

Knowledge, Skills & Abilities

- Ability to learn and demonstrate knowledge of the Tax Collector's duties and responsibilities as set forth in the Florida Constitution and Florida Statutes
- Ability to learn and demonstrate knowledge of the Tax Collector's Office policies, procedures and practices
- Ability to access, input and retrieve information from a computer using various programs and applications
- Knowledge of and proficiency with Microsoft operating systems
- Knowledge of endpoint protection software architecture and how it functions
- Ability to act with good judgment and flexibility as well as act decisively
- Must possess proven leadership and communication skills with demonstrated ability to communicate effectively at all levels of the organization

- Ability to collaborate, influence others and build consensus and commitment to a recommended direction while managing multiple internal and external stakeholders
- Possess a balanced mix of strategic thinking, relentless execution and strong operational performance
- Ability to analyze and solve problems
- Ability to prioritize and organize
- Ability to manage several projects simultaneously
- Must possess exceptional communication skills (oral and written)
- Ability to establish effective working relationships
- Must be able to multitask and work flexible hours

Essential Physical Skills:

- The environment is generally an office environment, but varies and will include equipment installations and removals that entail working under desks, in ceiling areas and other areas that require physical mobility, flexibility and subjects the employee to dusty conditions
- Ability to see and hear with or without correction
- Ability to communicate both orally and in writing in the English language
- Must be able to drive Tax Collector Vehicles in a safe and legal manner
- Must be able to travel independently off-site to perform duties or training
- Must be able to use hands to manipulate objects, tools or controls
- Must be able to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- Must be able to occasionally lift and/or move up to 25 pounds
- Must be able to work in a constant state of alertness and in a safe manner