

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: March 3, 2020
Position: IT Senior Manager
Reports to: Chief of Support Services
Starting salary: Pay Grade 24 - \$74,933 - \$99,668
Deadline to apply: Open until filled

The IT Senior Manager leads, plans, organizes and directs the activities of the Information Technology team to provide and maintain the technology-based infrastructure and services needed to support the Sheriff's Office operations.

Specific duties may include, but are not limited to:

- Lead and develop a team to manage and support all internal technology needs, including help desk, hardware management, regular maintenance and upgrades.
- Manage the day-to-day goals and activities of the department; set/manage priorities, resource planning, corrective actions.
- Provide input to management regarding emerging technologies and suitability to the organizations strategic plan.
- Maintain readily available and current documentation for:
 1. Budget usage and budgetary needs
 2. Vendor contracts/contacts
 3. Asset inventories
- Define company standards for hardware (laptops, desktops, accessories, etc.)
- Manage all information technology systems including networks (WAN/LAN), servers (Windows OS, VMWare), Office 365, IP Telephony, and end user systems.
- Manage data backup polices and plans
- Develop cybersecurity systems and associated policies and procedures to ensure high integrity of operating systems
- Manage institutional risk related to data storage and security.
- Design, develop, implement and coordinate IT policies and procedures.

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- Identify problematic areas and recommend/implement solutions.
- Support budget planning for software and hardware spending based on growth plans and future needs.
- Ensure a high level of quality assurance and customer service is maintained.

Minimum qualifications:

- 6 or more years of experience in supervising an Information Technology team
- Significant experience with IT hardware and software (Windows, VMWare, Active Directory, etc.)
- BS in Business Information Systems/Computer Science, MIS or similar field
- Experience designing secure networks, systems and application architectures
- Comprehensive understanding of network architecture and client/server technology
- Strong familiarity with ITIL concepts and practices or other project management systems
- Demonstrated problem-solving and decision-making capabilities
- Experience with Microsoft Office 365 suite, using it and supporting it
- Well versed in server virtualization technologies (VMWare) and concepts
- Strong communication skills required
- M.S. degree in Information Technology preferred
- Project Management skills are preferred

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more!

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.