Clerk of Circuit Court & Comptroller
Okaloosa County

Job Description
Web Developer

| Job Specifications			
Classification:	Exempt	**Department:**	Information Systems
Supervisor:	IT Director	**Location:**	Fort Walton Beach
Salary Range:	E-11	**Schedule:**	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	**Revised By:**	Chelsea Law

Job Summary:

Under the direction of the IS Director this position is responsible for implementing and maintaining computer systems. Develop, maintain Clerk's websites, systems and networks by defining and analyzing organization needs and system problems. Maintain current operations of the IT Department and recommend future actions to the Director and the Clerk of Court for the development and maintenance of computer systems for the Clerk's Office.

This position operates in an office setting Monday through Friday; however occasional evening holiday and weekend hours are required for critical system support and for technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business need.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Installs, upgrades, and configures server hardware and software. Assists with the design and implementation of server systems.
- Assists with the installation and configuration of network file servers and hardware. Completes server testing and application. Conducts basic server performance analyses and tuning.
- Creates programs for automating system administration.
- Assists with new technology deployments and system integration testing.
- Monitors and maintains system security and provides backup, protection, and recovery support for client data.
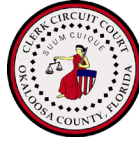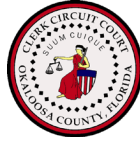
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- Administers large and multiple client servers including virtual servers. Designs and implements servers. Installs and configures network file servers and hardware.
- Provides technical oversight of server testing and application and conducts server performance analyses and tuning. Assists with routine audits of systems and software.
- Analyzes system logs and identifies potential issues with computer systems. Troubleshoots and repairs complex hardware and software for servers, as well as configuration problems. Troubleshoots routine network problems.
- Reviews the accuracy of documentation of server support methods, procedures, and configuration.
- Implements new technology deployments and system integration testing.
- Performs annual security assessments. Designs system security measures, data backup, and protection methods. Develops disaster recovery plans for servers.
- Implements the evaluation of new technologies to determine their applicability to clients' needs.
- Thorough technical knowledge of the operations and maintenance of computers in a networked environment.
- Attends meetings, conferences and workshops as requested and authorized.
- May be required to assist with Help Desk work on occasions.
- Performs additional related work as required.

Minimum Required Qualifications:

- Associates degree in Information Technology or related field supplemented by three (3) years of recent and relevant experience. Will substitute 2 years relevant experience in lieu of degree.
- Thorough technical knowledge of current Clerk computer operating systems.
- Thorough knowledge of current industry standard systems technologies and platforms.
- Good working knowledge of public sector information system policies, practices, and procedures, such as HIPAA, FIPS140-2 and CJIS.
- Knowledge of Clerk departmental functions, procedures, policies and organization.
- Good knowledge of accounting and mathematical equations for end-user application assistance as well as budget development.
- Skilled in listening and understanding the information system needs of Clerk departments and employees.
- Exceptional interpersonal communication skills.
- Ability to effectively communicate verbally and in writing, technical information to both a technical and non-technical audience.

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- Ability to establish and maintain mutually beneficial working relationships with department and division heads, Clerk employees, as well as outside organizations and vendors/service providers.
  - Ability to prepare accurate and reliable reports containing findings and recommendations for current and future Clerk information systems.
  - Ability to perform installation, configuration, and maintenance of computers and networks.
  - Ability to use logical and creative thought processes to develop solutions based on written specifications and/or oral instructions as well as abstract ideas.
  - Ability to quickly learn and adapt to new technology as it relates to the ever-changing business requirements of the Clerk and its citizens.
  - Ability to maintain strict confidentiality of Clerk business and information.
  - Possess a valid driver's license.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.