

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

USER SUPPORT ANALYST

Department: Court Administration
Pay Grade: 108
FLSA Status: Non-Exempt
Job Class: 3104
Risk Code: 8810

JOB SUMMARY

Responsible for planning, designing, implementing, coordinating, evaluating, and enhancing the Fifth Judicial Circuit's distributed computer system network, including operating systems, applications software, local area networking, and communications components, for use by end-users.

ESSENTIAL JOB FUNCTIONS

- Consults with users and performs assessments to determine user needs and systems requirements.
- Oversees the development of training programs and manuals and conducting individual and group training for system users.
- Administers Active Directory users on the network, including administering and creating email accounts, windows logins, and passwords.
- Analyzes and resolves computer hardware, software, and network communication problems using diagnostic software and technical trouble-shooting processes.
- Troubleshoots audio-visual issues in courtrooms, such as issues with zoom calls, or otherwise connecting outside equipment.
- Handles, installs, and researches the technology needed for due process and court alternatives, such as interpreting technology, etc.
- Handles warranties, repairs, and replacements of technology and properly tracks the status and timeline of repairs handled by outside parties.
- May serve at the Information Technology (IT) help desk and respond to calls for assistance and emergencies.
- Works in conjunction with other members of the Circuit Information Technology staff.
- Devises complete computer system requirements and layout. Develops major area of machine procedure and outlines computer instructions.
- Plans, directs, and supervises the development and preparation of detailed programs and the design of comprehensive flow charts and related material.

- Confers with subordinates on unusual and difficult procedures and offers advice and assistance as needed.
- Confers with departmental officials for preliminary determination of program feasibility. Reviews existing procedures and defines problem and machine capability.
- Schedules workflow and develops programming techniques.
- Prepares budget estimates for current and proposed projects.
- Performs systems analysis and codes programs using current programming techniques and standards.
- Provides internal and external user support. Resolves all problems as assigned and makes recommendations and reports any unresolved problems for resolution.
- Travels within the Fifth Circuit as needed.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Computer Science, Management Information Systems, or equivalent; and one (1) year experience in computer systems analysis, computer programming, or office automation; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Professional IT certification(s) as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability, statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized policy, analyses, or complex technical systems.
- Knowledge of distributed computer systems operations, terminology procedures, and equipment.
- Knowledge of and ability to install and configure system and application software, perform local area network management, and diagnose hardware and software problems.
- Knowledge of the principles, practices, and techniques of computer programming and/or systems analysis.
- Ability to interpret and analyze computer error messages.
- Ability to consult with users and assess and determine user needs and systems requirements.
- Ability to detect, diagnose, resolve, and document system malfunctions.
- Ability to train individuals and groups.
- Ability to diagnose or debug computer programs.
- Ability to communicate effectively and tactfully with department officials and other administrative personnel.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to initiate and implement administrative procedures and evaluate their effectiveness.
- Ability to plan and prioritize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl and taste or smell; will regularly be required to talk or hear; and will frequently be required to sit, use hands to finger, handle, or feel, and reach with hands and arms.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.