



Supervisor of Elections Office, Leon County FL Job Description

Employee Title: GIS Specialist

Florida Retirement System: Regular Class

Hiring Salary Range: \$50,000 – 60,000/year

GENERAL DESCRIPTION:

This is a highly technical position responsible for the installation, maintenance, and support of computer systems and GIS software within the Supervisor of Elections Office. The GIS Specialist is a key member of the Information Technology team and reports directly to the IT Director. This role involves a balanced mix of GIS responsibilities, data analysis, report generation, and support for election-related operations.

This position requires occasional technical support hours outside the traditional business schedule to monitor and maintain functionality, continuity, and the security of SOE computers and network systems.

The GIS Specialist must be able to work under pressure, maintain flexible hours, complete tasks in a timely manner, and be able to work overtime during election cycles. Some out-of-town travel may be required for participation in training, user groups, and certifications. Work is performed under the general direction of the IT Director and/or other IT team members. Work is sometimes physically demanding and requires reliable personal transportation. On-call support may be required during peak election periods and occasionally after traditional working hours.

ILLUSTRATIVE DUTIES

- Maintain and update GIS voter address data using the ArcGIS platform; ensure synchronization with the voter registration database.
- Ensure GIS database accuracy, quality control, and compliance with data standards.
- Design and produce cartographic products, digital maps, applications, and related materials to support planning, operations, and public reporting.
- Generate customized reports for internal departments and the public.
- Analyze election and voter data to identify trends and generate statistical reports.
- Assist with public records requests, including data and email extraction and redaction.
- Provide demographic analysis and reporting from the voter registration database.
- Perform geo-spatial analysis and maintain proficiency in GIS methodologies.
- Support redistricting efforts using GIS tools when required.

- Transmit and receive required files to/from the Florida Division of Elections.
- Serve as the GIS liaison with the Tallahassee-Leon County GIS Department; maintain the SOE mapping website and coordinate special projects.
- Oversee quality control for voter address updates in collaboration with external vendors.
- Collect, compile, and update spatial and tabular data from various sources.
- Coordinate and fulfill Vote-By-Mail voter list requests for candidates.
- Creating process documentation and creating user guides.
- Assisting with election-based duties, such as printing large indexes, scanning ballots for auditing system, maintaining live turnout reports for SOE website.
- Working with other SOE staff to ensure website content is current and accurate for election records and maps.
- Manage and maintain supplies and paper stock for both the large format plotters.
- Assist with incoming IT support tickets for daily user support to include both hardware and software.

NOTE: *The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement. It is subject to change as the needs of the Supervisor of Elections Office and the requirements of the position change.*

REQUIRED SKILLS:

- Proficiency in GIS software such as ESRI ArcGIS Pro, ArcGIS Online.
- Strong background in data analysis and cartographic design.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Desktop-based technologies, including system performance monitoring.
- Experience with address management, geocoding, and data hygiene.
- Ability to troubleshoot basic hardware, software, and network issues.
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet with or without mechanical aid.
- Must be able to work seated or standing for extended periods of time, sometimes on hard surfaces.
- Must be able to accurately perform repetitive tasks with little supervision.

DESIRED SKILLS:

- Familiarity with USPS address formats and standards.
- Familiarity with Experian QAS address verification software.
- Familiarity with Microsoft SQL Server Reporting Services and/or SAP Crystal Reports.

- Familiarity with Jatheon Cloud Email archiving software.
- Experience with Smartsheet or similar project management platforms.
- Experience with cloud-based technology solutions and applications.
- Proficiency in scripting or programming languages such as Python or SQL.
- Experience with the Zendesk ticketing solution.
- Working knowledge of U.S. Census demographic data and related products.
- Documenting procedures and creating end-user guides.

TRAINING, BACKGROUND, AND EXPERIENCE:

- Bachelor's degree in Computer Science, Geography, Management Information Systems (MIS), or a related field, plus two years of relevant experience;
OR, Associate degree in a related field with 3–5 years of relevant experience.
- Related professional experience may be substituted for the required education on a year for year basis.
- Must possess a valid driver's license, a favorable driving record, and reliable transportation.
- Due to security thresholds for the GIS Specialist position and the location of secure servers, successful applicants will be required to pass a level 4 Criminal Justice Information Services (CJIS) background check as a condition of employment.

WHO WE ARE

Our mission is to provide outstanding voter services and accessible elections in Leon County with integrity, transparency, and accuracy. The Leon County Supervisor of Elections Office is nationally recognized in the elections industry as an established leader in elections transparency, security, and innovation. Staff in this office must be flexible and resilient to navigate the flow of rigorous election cycles and remain committed to the mission of the office and be accountable to the community of Leon County.

Our office offers a competitive benefits package and employee-forward policies similar to the Leon County Board of County Commissioners (BOCC). Options include health, dental, vision, and life and supplemental insurance. Employees are enrolled in the Florida Retirement System (FRS) and can choose to participate in deferred compensation plans. Annual and sick leave, parental leave, and compensatory leave are also among the features of employment. The Supervisor of Elections is an EEO/ADA employer.