



Seminole County Sheriff's Office

TECHNOLOGY ADVISOR

Class Spec Code: 1090
 Established Date: 10/15/2020
 Last Revised Date: 09/16/2021
 Effective: 01/10/2022

Salary Range

\$23.90 - \$38.30 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Highly technical and analytical work in the development of computer applications and programs for use by Sheriff's Office personnel.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Serves as an information systems resource in various areas of expertise including software, systems development, project management, and user needs/specifications.

Prepares the computer program code(s) for various applications, programs or assignments. Researches projects and legal requirements/procedures. Conducts systems analysis of programs. Tests program code for compatibility. Applies cost benefit analysis methods to current and future applications.

Establishes programming changes, upgrades, and fine-tuning to various applications. Learns various programming languages and writes programs as required.

Confers with user department to determine existing and future application requirements and to review operational difficulties. Provides technical support to users as required. Coordinates and facilitates communication between other units of the Sheriff's Office. As project manager, estimates time requirements and constraints of programming activities.

Serves as a liaison to various committees as assigned.

Trains users on software applications as required. Prepare technical reports on newly developed software as needed.

Minimum Qualifications

- Bachelor's Degree in Computer Information Services, Computer Science, or related field
- Two (2) years' work experience in programming utilizing visual basic; or an equivalent combination of related training and experience
- Certification as a Microsoft Certified Solutions Developer preferred
- Must possess and maintain a valid Florida Driver's License.

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of computer programming and applications, fundamentals of project management, database design and systems development. Considerable knowledge of systems analysis, systems design research, and statistical reporting; of Microsoft programming technologies.

Ability to organize and interpret workflow charts, programming problems, and understand a variety of computer languages and applications; to work independently with little supervision; to present technical ideas to users and other personnel clearly

and concisely, both orally and in writing; to establish and maintain effective working relationships with departments, subordinates and superiors.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer;

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work;

Dexterity-Frequent repetitive motion and reaching;

Emotional/Psychological- Frequent public contact; decision-making and concentration;

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.