

Polk County Sheriff' Office Job Description
2618 Technical Compliance Supervisor

February 13, 2009

Position Concept:

The Technical Compliance Supervisor supervises the operation and repair of desktop, mobile, mini and mainframe peripheral hardware and software. The member is responsible for all hardware and software licensing compliance, oversees all aspects of the IT division fiscal technology contracts and vendor liaison and support. The member performs technical and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Technical Compliance Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Manage/assign tasks
- Supervise Technicians
- Install equipment
- Repair laptop computers
- Repair data communications
- Oversee technology contracts
- Liaison with vendors
- Repair equipment
- Repair computer terminals
- Maintain equipment inventory
- Prepare purchase orders
- Maintain agency licensing

Education, Professional Certification or License:

- Bachelors degree in Computer Science or related technical fields
- A comparable amount of training may be substituted
- Valid Florida driver's license

Professional Experience:

- Minimum two (2) years experience in hands-on operation and repair of various computers and peripherals

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near high voltage electrical system

Required Skills and Knowledge:

Knowledge of:

- Computer equipment
- Electrical tools
- UNIX and DOS operating system
- Geographical area
- PCSO policy and procedures

Ability to:

- Operate a motor vehicle
- Read and write English
- Use tools

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Skills:

- Computer
- Computer repair
- Supervisory
- Basic mathematical
- Data communication
- Mechanical
- Organizational

Physical Requirements:

- Climb
- Crawl
- Bend/squat
- Lift 30 lbs.
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity