

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- On-premise & Cloud Enterprise IT Architecture and Networking Fundamentals
- Enterprise IT Procurement Strategies
- Service/Maintenance Contract and License Management Best Practices

Skilled in:

- Information Technology Service and Product Procurement
- Hardware and Software License Management
- Contract and Service Agreement Management
- System Administration of Enterprise Class Platforms including: Microsoft Windows Server Administration; Office 365 User Management and Configuration; Microsoft Azure Administration; Red Hat Enterprise Linux; Zendesk Support - Process and System Documentation and Reporting

Ability to:

- Interpret policies and procedures
- Troubleshoot, identify and solve problems
- Determine priorities
- Communicate effectively and professionally, both verbally and in writing
- Work in a team environment
- Interact effectively and courteously with a wide variety of people both within and without the organization
- Communicate effectively and professionally, both verbally and in writing
- Consistently provide an excellent service-oriented attitude
- Use discretion and independent judgment
- Demonstrate exceptional organizational skills

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Bachelor's Degree in one of the computer sciences or related field (proof of degree required at interview).

Required Minimum Professional Work Experience:

One (1) year of IT procurement administration, and two (2) years IT system administration experience.

Required Licensure Certification(s):

N/A

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Work Schedule: Normal business hours are 8:00 a.m. - 5:30 p.m. Mon-Fri (occasional nights and/or weekends are required).
- Travel: Minimal travel requirements. Potential travel times include: Training, Conferences and Software Implementation.
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

Additional Information:

Additional related experience may substitute for the degree on a year-for-year basis. Great Plains and SAManage experience preferred.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.