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**IT SPECIALIST**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**FULL-TIME (35 HOURS PER WEEK); NON-EXEMPT**  
**\$57,000 - \$71,000 STARTING DEPENDING ON QUALIFICATIONS**  
**OPEN UNTIL FILLED**

**POSITION SUMMARY:**

The Town of Bay Harbor Islands' IT Department is looking for an experienced Audio/Visual technician with general IT experience, to provide operational support for Town services and public meetings.

**JOB FUNCTIONS:**

- Maintains the body-worn camera and associated equipment for warranty and other manufacture services.
- Receive, manage, and maintain digital evidence in compliance with public disclosure, retention and privacy laws specific to such evidence.
- Creates and verifies proper event category designations and retention schedules for storage of digital evidence. Identifies and corrects improperly categorized or labeled digital evidence.
- Processes public records requests as required by Florida Public Records Disclosure Laws in compliance with public record exemptions and privacy laws.
- Train users in the proper use, care, calibration, performance, and equipment protocols, including the evidence management system. Update users of any changes, updates, or revisions in software, equipment, and policy.
- Receives, maintains, and downloads digital formal statements. Transfers said statements for transcription and ensure the prosecution/investigating parties receive the finalized product.
- Receives, manages, and maintains unmanned aircraft system (DRONES) digital evidence in compliance with public disclosure and public retention laws.
- Networks with multiple agencies including, but not limited to, the State Attorney's Office, the City Attorney's Office, the Broward County Digital Evidence Unit, as well as other investigating agencies.
- Assists prosecutors in ensuring that all discovery requests are fulfilled.
- Assists management with special projects; completes work detail forms on completed projects.
- Performs information technology related tasks as directed.
- Performs related work as required.

**MINIMUM REQUIREMENTS:**

The successful candidate must have:

- a minimum of five years' hardware & software experience in A/V capturing and editing environments, including robust knowledge of capture formatting, equipment, and processes
- One to Three years' experience in a law enforcement agency performing duties such as: Computer Aided Dispatch (CAD), Law Enforcement, Public Safety/Community Service Aide, or similar support capacity.
- Requisite experience troubleshooting A/V hardware and software applications
- Experience with video editing and redaction requests

- Experience with low voltage cabling
- Entry level desktop services in a Windows network environment
- Bachelor's Degree in Business Administration, Computer Science, or Public Administration (preferred)
- Preference will be given to applicants with the relevant experience to enable them to access, utilize, and maintain computerized systems and equipment, such as body worn camera equipment, including managing video retrieval and upload of video/audio files. Working knowledge of public records law is also preferred.
- Candidates will be required to pass a background investigation- which includes a polygraph examination- prior to employment.

The successful candidate must be a team-player, able to work as part of a diverse group of technical/professional staff members; but who can also work independently with minimal supervision to meet deadlines and expectations. Must possess excellent social, interpersonal, written and verbal skills to effectively interact with the client, senior leadership, vendors, and fellow team members to provide quality information and support.

**SPECIAL REQUIREMENTS:**

**ESSENTIAL EMPLOYEES** may be required to work during a declared emergency. The employee's Department Head will determine who will be required to work.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

**DRUG-FREE WORKPLACE:** Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

**E-VERIFY:** This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

**LEVEL 2 BACKGROUND:** Must submit and pass a Level 2 background screening prior to date of hire.