

ELECTIONS OPERATIONS LEAD TECHNICIAN

Job Code	Pay Grade
09114	CL9

Nature of Work

This is responsible work assisting the Elections Operations Manager in the operation of the Voting Equipment Center. An employee in this classification is the computer equipment coordinator and facility instructor. Incumbent performs tasks that include assisting in the Outreach Voter Registration and Education Program. Incumbent performs with a high degree of independent judgment and initiative. Incumbent directs staff activities and coordinates with department support personnel when the Elections Operations Manager is not available.

Minimum Qualification Requirements

- 3 years clerical or technical experience providing services to the public with basic training or coursework in business, education, information technology, word processing or related field that evidences the ability to understand and train others on the Outreach Voter Registration and Education Program; or
- Associate's degree in information technology, finance, accounting, business, or general education and 1 year of experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in providing support and instruction in computer use.
- Assists in coordinating and monitoring Voting Equipment Center activities; participates in the resolution of difficult computer-related problems.
- Performs records management data entry activities.
- Schedules, trains and leads warehouse staff and clerical employees during the election cycle.
- Assists in preparing analytical and research reports, budgets, summaries and recommendations.
- Maintains adequate inventory quantities of ballots, election signs, reports, precinct equipment, and other election supplies.
- Assists with the Outreach Voter Registration and Education program as required.
- Delivers, sets up and breaks down polling place equipment.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of English, spelling, arithmetic, office procedures, practices and equipment.
- Knowledge of inventory control and records management procedures.
- Ability to acquire knowledge of Florida election laws and procedures, and vote tabulation.
- Ability to understand and follow oral and written instructions.
- Ability to train and supervise assigned personnel; establish and maintain effective working relationships with employees and others.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to accurately communicate information in reports, etc.
- Ability to analyze technical and administrative problems and make appropriate recommendations clearly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified