



WAYNE COUNTY
An Equal Opportunity Employer
POSITION DESCRIPTION



Office/Agency:	<u>Board of Elections</u>	Employee Name:	_____
Dept/Div:	<u>Board of Elections</u>	Employment Status:	<u>Full-Time</u>
Reports To:	<u>Director/Deputy Director</u>	Pay:	<u>Hourly</u>
Unit Number:	_____	Normal Hours:	<u>M-F, 8:00am-4:00pm</u>
Class Title:	_____	Pos. # of Supv:	<u>Up to 275 poll workers</u>
Class Number:	_____		
Position Title:	<u>Election Operations Manager</u>		
Position Number:	_____		
Civil Service Status:	<u>Classified</u>		
FLSA Status:	<u>Non-Exempt</u>		

QUALIFICATIONS

Completion of secondary education, an associate degree is preferred. Able to handle confidential voter files, recruit, supervise and train election/temporary employees, determine compatibility with election rules and laws. Proficient in Microsoft programs, including Word and Excel.

REQUIREMENTS:

Adhere to all directives as set forth by the Ohio Secretary of State. Must have or must be able to complete training required by the Secretary of State. Must pass BCI background check and adhere to Wayne County Employee and Board of Elections employee policies.

EQUIPMENT OPERATED

Computer including Microsoft programs, voter registration software, voting equipment operating system, printing equipment, calculator, other standard business office equipment, phone system.

CONSEQUENCE OF ERROR:

Errors in judgement or failure to achieve results could have a serious consequence and negatively affect the function of the county Board of Elections, produce negative public perceptions, and may include non-compliance with Election law.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee is occasionally exposed to stressful situations; has exposure to chemical compounds commonly found in an office environment (e.g. toner, correction fluid); spends long periods of time working at a computer; periodically lifts or moves office supplies or equipment up to 20 lbs.; periodically attends off-site meetings or trainings.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description and that I understand the contents of the position description. I also understand that if I have a concern regarding my ability to do the essential functions of my job, that I should bring my concerns to my supervisor and/or Appointing Authority.

(Supervisor Signature)

(Date)

(Employee Signature)

(Date)

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

(in order of importance)

ESSENTIAL FUNCTIONS OF THE POSITION

- 25% 1. Recruit and manage poll workers for election day operations
- Supervise and coordinate staffing and supplies for polling locations
 - Manage and maintain poll worker payroll and information
 - Determine ADA requirements
 - Follow ADA assessment guidelines per the Secretary of State, setting up guidebooks and procedures to direct poll workers on day of election.
- Knowledge of:** 100, 101, 102, 103, 104, 105
Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 25% 2. Operate voter registration software and voter equipment software
- Enter and update voter files, confidentially and correctly, to proper location
 - Research and problem solve to match voter record and address to Secretary of State database
- Knowledge of:** 100, 101, 102, 103, 104, 105
Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 20% 3. Supervise and train up to 275 election day/temporary employees
- Determine ability and match employee to office operation needs
 - Teach short term assignments in office environment
 - Teach temporary and election day poll workers to follow guidelines in Secretary of State directives and Ohio Revised Code for election day administration
- Knowledge of:** 100, 101, 102, 103, 104, 105
Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 15% 4. Complete necessary process for election filings
- Provide complete and accurate information to individuals inquiring about issues or candidate filing
 - Follow prescribed filing guidelines and procedures as set forth by the Board of Elections, Secretary of State, and Ohio Revised Code when processing declarations of candidacy and /or ballot issues
 - Check petition signatures for validation per Secretary of State guidelines
- Knowledge of:** 100, 101, 102, 103, 104, 105
Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 10% 5. Oversee the filing of requested information concerning liquor options
- Research and document liquor option history
 - Research and document option requirements and procedures concerning changes
- Knowledge of:** 100, 101, 102, 103, 104, 105

Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309

- 5% 6. Coordinate required record retention per Secretary of State regulations
- Organize election records in a retrievable manner and confidentially destroy records at the expiration date
 - Supervise all storage systems used using guidelines per the Secretary of State

Knowledge of: 100, 101, 102, 103, 104, 105
Ability to: 200, 201, 202, 203, 204
Skill in: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309

OTHER IMPORTANT FUNCTIONS OF THE POSITION:

1. Performs other related duties as required and/or requested.
2. Demonstrate regular and predictable attendance.
3. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

MINIMUM ACCEPTABLE CHARACTERISTICS (*indicates developed after employment):

Knowledge of: (101)* government structure and process; (102)* department policies and procedures; (103) Ohio Revised Code (recording of legal documents); (104) Recorder filing procedures; (105) office practices and procedures; (106) English grammar and spelling; (107) records management; (108) bookkeeping; (109) data processing techniques and procedures; (110) public relations

Ability to: (201) carry out instructions in written, oral or picture form; (202) gather, collate and classify information; (203) deal with problems involving several variables within familiar context; (204) define problems, collect data, establish facts and draw valid conclusions; (205) exercise independent judgment and discretion; (206) understand, interpret and apply laws, rules or regulations to specific situations; (207) calculate fractions, decimals and percentages; (208) prepare accurate documentation; (209) communicate effectively; (210) maintain records according to established procedures; (211) develop and maintain effective working relationships; (212) interpret extensive variety of technical material on documents; (213) use proper research methods to gather data

Skill in: (301) computer operation; (302) adding machine or calculator operation; (303) use of modern office equipment; (304) switchboard of telephone console operation; (305) maintain records according to established procedures; (306) define problems, collect data, establish facts, and draw valid conclusions; (307) exercise independent judgment and discretion; (308) understand, interpret, and apply laws, rules, or regulations to specific situations; (309) develop and maintain effective working relationships.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

n/a