

SHAWNEE COUNTY, KANSAS
Position Description
Election Manager - Election Systems

POSITION NUMBER: EL1003A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Classified position is a part of the Election Office's management team. Performs critical administrative work for elections related to election systems including voting machines and the associated software, electronic poll books and the associated software, and election management software for tracking races, candidates, and polling places. Secures agreements with locations to serve as poll places and coordinates the transportation of voting equipment to and from those locations before and after elections. Performs other duties as assigned. This position is supervised by the Election Commissioner and Assistant Election Commissioner.

WORK PERFORMED

- 30% Supervision of Staff.** This position supervises the Assistant Election Manager - Election Systems, Intermittent Elections Machine Technicians, and Intermittent Elections Technical Specialists with respect to accountability for performance and behavior. Duties including the approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Trains and instructs staff verbally and prepares written instructions on proper completion of duties.

- 20% Election Systems Software.** Manages critical computer functions in creating and maintaining accurate databases for each election. Designs accurate, functioning ballot layouts for all ballot styles for each election. Responsible for the accurate and complete uploading and reporting of election results. Ensures compliance with state law and department policies/practices. Maintains complete and accurate databases regarding candidates, precincts, districts, polling places. In collaboration with the Voter Services department, supports critical computer functions in the designated computer system for electronic poll books. Ensures the above stated systems interact correctly with each other as appropriate and with the statewide election voter information system.

- 20% Election Equipment.** Responsible for and supervises the preparation, testing, deployment and condition of all election equipment and polling place supplies. Ensures the correct election equipment and supplies are delivered to the correct polling places per department policies and practices. Maintains election equipment including various tabulators, ballot marking devices, and tablet computers. Provides support for the ballot-on-demand system in conjunction with the Voter Services team. Prepare for and conducts the pre- and post-election tests of tabulation equipment.

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- 15% Polling Places.** Manages the Polling Places process for all polling places & precincts including lease agreements, precinct assignments, building access for equipment delivery and election workers, replacement sites as necessary, and accurate & timely polling place payments. Ensures full compliance with the requirements of the Americans with Disabilities Act, the Help America Vote Act, Secretary of State's office, Kansas Statutes, Administrative Rules & Regulations and Elections Office policy.
- 10% Process Improvement & Documentation.** Serves as a member of the Election Office's management team. Manages Chain of Custody documentation for all required equipment, supplies, and records. Manages the continuous process improvement and documentation for those areas of responsibility. Collaborates with the other areas of the department regarding integration of processes. Documents processes in the database software per office policy.
- 5% Security & Customer Service.** Ensures the security of the election process in all facets and provides the highest, appropriate level of customer service in performing the duties of this position to the extent possible and reasonable.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, coaching/mentoring, etc.
- Supervisory responsibilities and effective leadership skills.
- Office management methods, equipment and modern office practices.
- Microsoft Windows advanced functions of word processing, spreadsheet, email and multiple election related database programs.
- Federal, state and local election laws and regulations governing elections in Shawnee County.
- The English language, spelling, grammar and arithmetic computations.

Ability to:

- Plan and direct the work of others.
- Plan and maintain the flow of office work.
- Work well under pressure and meet deadlines.
- Be organized and multi-task.
- Communicate effectively, both orally and in writing, using the English language.
- Work extended hours when necessary.
- Assess and react to situations appropriately regarding security and customer service.
- Follow oral and written instruction.
- Maintain accurate records.
- Prepare and present complete and accurate reports.
- Understand and implement Federal and State laws; County resolutions, rules and regulations specific to the position.
- Establish and maintain effective relationships with the employees and the department's customers.
- Develop a comprehensive, proficient understanding of the required proprietary software systems.

Skill in:

- Providing leadership and direction to employees.
- Public relations and interpersonal relations.

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- The use of computer software and applications.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-25 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-25 lbs.			X		Twisting		X			Cramped Body Position		X		
Pushing/Pulling			X		Squatting		X			Sustained Positions		X		
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-25 lbs.			X				X		

EQUIPMENT USED

Personal Computer	Photocopier	Paper Shredder
Printer	Office Furniture	Election Tabulators
Telephone	Calculator	Ballot Boxes
Fax Machine	Label Maker	Tablet Computers

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Three (3) years' office administration or election office experience.
- Three (3) years' database operations/software application experience.
- One (1) year of supervisory experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents

on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in Political Science, Public Administration, Business Management, Databases & Information Systems, or a related field.
- Three (3) years of experience in conducting public elections.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to work overtime as needed.
- Required to lift twenty-five (25) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee’s Signature / Printed Name

Date

Appointing Authority’s Signature / Printed Name

Date

Created: 12/04
Revision History: 03/26