



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Elections Operations Manager</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
<small>(Please check one)</small>		
REPORTS TO: <u>Elections Manager</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/16/2017</u>
DEPARTMENT: <u>Elections</u>	JOB CODE: <u>206</u>	

SUMMARY:

Under limited supervision manages polling operations.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Responsibilities include loading software, testing voting equipment with ballot counting protocols, supervising temporary workforce (10-15 employees each elections), managing inventory control and equipment tracking procedures. Perform ongoing equipment maintenance and troubleshooting. Schedule and manage contract moving services for equipment delivery and return. Maintain and monitor warehouse site security. Assist in post election audit procedures. Assist the Voting Systems Manager in all necessary manners to insure secure and accurate implementation and management of election procedures. Monitor polling place demographics.

KNOWLEDGE AND SKILL:

1. Strong communication skills and experience with Microsoft Word, Excel and Access
2. Ability to lift 80 to 100 lbs.
3. Ability to review data and compile reports for post election audits.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

MINIMUM QUALIFICATIONS:

Minimum of five or more years managing shipping, delivering warehouse operations with demonstrated responsibility for inventory controls, tracking, deployment of equipment / supplies, or two years of college or technical school with five or more years of progressively increased responsibility for warehouse/ inventory control procedures.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice