



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Voting Systems Manager</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Elections</u>	JOB CODE: 101	

DEFINITIONS:

Under general supervision of the County Clerk, manages poll related activities.

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.)*

Responsible, under the direction of the county clerk, for installation and management of precinct-based electronic and optical scan voting systems. Duties include acceptance, testing, design, development and management of necessary security protocols and procedures, version control management, contract management, ballot layout (paper, electronic and audio), ballot definition, program testing, design, development of tracking systems and inventory control, assist in the development of poll work training programs, development and implementation of post-election equipment/paper audit. Recruit, train, and oversee temporary workforce used for testing and securing equipment, providing technical support on Election Day. Monitor and review hardware and software performance for oversight of contractor.

KNOWLEDGE AND SKILL:

1. Demonstrated ability to perform both high level planning/management of computerized systems as well a detailed coding and testing of computerized voting systems.
2. Demonstrated ability to perform detailed tasks, without error and under pressure.
3. Familiarity with development of audio wave files, National Software Reference Library hash testing, election laws and procedures are desired.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Computer Science or related field and five years of experience in one or more of the responsibilities detailed above. Preferred candidate will have experience in development and management of computer security protocols and strong experience in Microsoft Access and/or SQL.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)