

HAYS COUNTY JOB DESCRIPTION

Job Code:
Grade: 114

Prepared by: Elections & Personnel Department
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FLSA: Exempt

Elections Technology Coordinator

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Maintains working knowledge of the Election Laws of the State of Texas, as well as working knowledge of the voting system and voter registration system used in Hays County. Assists in coordinating and monitoring voting equipment activities. Provide primary and secondary support of office computer technology which includes problem resolution, when needed. Creates manuals, procedures and budgets for work environment. Maintains, organizes and prepares the warehouse for elections. Experience in the preparation and delivery of presentations for the purpose of training. Will be expected to train staff, election workers and part time staff on voting equipment and software programs. Creates working schedules and equipment needs for part time staff and election delivery. Ability to support applications such as Word, Access, Excel, Outlook, PowerPoint and other required applications. Must possess excellent interpersonal communication skills and organizational skills. Performs other related duties as assigned. Supports a wide variety of different systems requiring extensive interchange of data. Assists in routine activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to learn and understand network needs and service requirements. Collaborates with Information Technology Department in planning and integrating user needs into countywide network structure.

Responsibilities

- Installs, maintains, monitors and documents election software.
- Assists in routine activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of election equipment and computer and software systems, printers, scanners and monitors.
- Conducts general, basic diagnostics and troubleshoots election hardware components.
- Election equipment programming.
- Gathers and documents user requirements.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the department's short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements.
- Perform backup and recovery services for election devices.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Ability to quickly and effectively apply new procedures, processes, rules and regulations pertaining to Texas Elections and newly acquired knowledge to the job. The successful candidate will have experience training staff on election rules, regulations, procedures and tasks.
- An adaptable professional who has the ability to maintain a consistent level of performance when faced with election timelines, heavy workloads, and conflicting work demands which mandate the need for over-time work, work on weekends, and holidays.
- Ability to interact with staff, voters, volunteers and stakeholders in such a manner to foster and encourage confidence in the organization and their mission.
- Consistently maintain effectiveness when experiencing changes in work locations, work responsibilities, work hours, and personnel.
- Strong organizational skills to ensure that all timelines are met and all work is completed.
- Manage election setup, ballot creation, ballot scanning and tabulation processes.

- Ensure accurate reconciliation of election processes
- Support and collaborate on special projects outside of the elections cycle, improving processes and systems within the scope of elections
- Participating in researching and proposing technology solutions.
- Performs other job-related duties as assigned.

Knowledge Required

- Policies, practices, procedures and terminology of Texas Election Code.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to Elections.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Required Skill

- Problem-solving and decision-making.
- Installation of hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in nontechnical language.
- Install, manage and monitor website, social media advertising and election software and hardware.
- Webpage Design and web administration (HTML, ASP, .NET)
- Troubleshoot software and hardware problems.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.
- Must have working knowledge of SQL database administration.
- Must have working knowledge of networks & remote connectivity (VPN)

Education and/or Experience

- Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work experience;
- OR,
- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Other Qualifications, Certificates, Licenses, Registrations

- Class C Driver's License.
- Must be a qualified voter of the state pursuant to Section 31.034 Election Code.
- May not be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or position in a political party pursuant to Section 31.035 Election Code.

Supervision

Under general supervision, plans, organizes, coordinates, oversees and leads election processes and activities related to the administration of elections including: voter outreach, candidates' services, locating and securing polling places, preparing election supplies in the warehouse, and the recruitment, hiring, training and evaluation of poll workers and other related duties as required. This role requires varying degrees of process and supervisory support of temporary employees, as well as a high level of initiative, attention to detail, collaboration, problem solving and analytical ability.

Guidelines

This is a highly specialized journey-level classification found in various sections of the Elections Department. Individuals perform varied clerical/technical duties during various cycles of the elections process, including but not limited to consolidation of voting precincts, oversight, direction and participation in the preparation of materials related to the voting process; planning, coordination and oversight of the candidate filing process, coordinate poll worker training to the general public, recruitment of poll workers, conduct outreach to the community and educate voters on the voting process. All duties are related to the management of elections and election technology to ensure that all local, state and federal laws are observed.

Positions in this classification are distinguished from the next higher class of Elections Administrator, which has full-time supervisory responsibilities and has broader knowledge and application of state and federal election laws.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts trying to resolve operating problems by influencing or motivating members of the general public and Hays County departments. The Elections Administrator meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative and working toward mutual goals.

Physical Demands

Physical requirements include the ability to lift/carry up to 35-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, and dust/mites.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. The employee may travel to various locations throughout the county to perform technical functions. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

