



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Polling Place Operations Mgr</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Voting Systems Manager</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>10/11</u> |
| DEPARTMENT: <u>Elections</u> | JOB CODE: 206 | |

DEFINITIONS:

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.

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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)