



## Orange County Supervisor of Elections Job Opportunity Announcement

**Date:** April 19, 2017

**Job Title:** Data Reporting Supervisor

**Department:** Information Systems

**Recruiting Location:** Orlando, FL

**Position Type:** Regular / Full-Time

**FLSA Status:** Non-Exempt

**Application Deadline:** Open Until Filled

---

### General Position Overview:

Responsible deputy position reports to the Director of Information Systems. Develops and maintains precinct geography, street index data and voter analytics reports. Provides supervision of GIS Technician and Reports Developer positions.

### Data Reporting Supervisor position functions and duties include, But Are Not Limited To:

- Supervise the maintenance of accurate and current Street Index System and Precinct Map, incorporating all changes resulting in actions of federal, state, county, and municipalities in Orange County; provide information to re-district and re-precinct as required by these changes.
- Oversee the maintenance and accuracy of GIS layers and SOE street index tables.
- Design and maintain district, precinct, and polling place map products and data as requested.
- Assist the US Census Bureau as the local liaison; develop, maintain and update precinct geography by US Census Blocks on the SUP street index, GIS mapping database, and GIS database layer.
- Research and document changes in precincts and district relationships; design new precinct boundaries as needed and report to the Florida Division of Elections.
- Supervising the design, maintenance, production and quality assurance of reports in support of office functions and as required by statute.
- Partner with Voter Services department to maintain current, legal residences and mailing addresses for voters; assist with resolution of issues utilizing the state voter database, the DMV, other counties, and the daily street problem log report.
- Provide supervision, guidance, and training to direct reports. Coach, develop, discipline, and recommend termination of employees as needed. Continually review staff workloads, schedules, project status, and results. Ensure all deadlines are met.
- Research and analyze voter data to predict trends in growth and voter turnout; create documentation to support precinct changes.
- Assist Elections Coordinators in locating polling places and maintaining the polling place list; Design maps and directions for polling places, providing directions in English and Spanish.
- Provide election support to other departments at SOE through creation of maps and signs, assist with proofing ballots, verification of election results, and support for any voter address problems and directions to polling places.
- Oversee the sample ballot, PLPR report and public records processes.
- Manage expenses, monitor trends, and make adjustments when necessary to meet budget guidelines. Make recommendations for annual budget.

- Align with upper management and all other departments to effectively communicate issues, procedures, and collaborate on solutions.
- Act as a representative of SOE for complex voter data, the US Census, and historic information at public hearings, federal, state and local government meetings, local redistricting committees and media outlets.
- Perform all other duties as assigned.

**Essential Minimum Qualifications Required:**

- Bachelor's Degree in Geography or related field.
- Minimum of five years' experience in a position using geographical information systems to create, modify, and edit maps.
- Minimum of three years' experience in a position using SQL to design, create and modify reports.
- Minimum of three years' experience in a supervisory position.
- Ability to interpret aerial photos and legal property descriptions.
- Strong verbal communication skills with prior experience speaking in front of groups.
- Past position working with projects from conception to completion with high degree of accuracy and attention to detail.
- Proficient with Microsoft Office products including advanced knowledge of spreadsheets, database queries, word processing, and ability to learn new software programs.
- Prior work experience in a position with rapidly changing priorities and deadlines.
- Valid driver's license and driving history that meets SOE driving standards.

**Mandatory Special Requirements:**

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

**Disclaimer:**

This is a general overview of the Data Reporting Supervisor position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

**AT WILL STATEMENT**

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

**HOW TO APPLY**

**Mail application to:**

Orange County Supervisor of Elections  
Attention: Human Resources  
PO Box 562001  
Orlando, FL 32856

**Email application to:**

[recruiter@ocfelections.com](mailto:recruiter@ocfelections.com)