

# The Election Center

national association of election and voter registration officials

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9/1/2010

**Job Title:** OPERATIONS MANAGER

**Closing Date/Time:** Wed. 09/08/10 11:59 PM Central Time

**Salary:** \$2,109.35 - \$2,320.29 Biweekly

**Job Type:** Regular Full-time

**Location:** Tarrant County, Texas

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- Directly responsible for the supervision of the coding, testing, documenting, technical support, tracking and deployment of all the voting equipment and components for each election conducted by the County or for an election service contract.
- Oversee ballot preparation for all elections and election service contracts.
- Responsible for planning and assigning the daily workload, training and/or evaluating the performance of subordinates, and providing oversight of work production and quality of work completed.
- Responsible for solving difficult problems, developing and documenting programs and curriculum, monitoring resources and ensuring compliance with policies and laws.
- Establishes and enforces procedures to expedite and improve processes.P

**POSTING MAY CLOSE AT ANY TIME  
ONCE A SUFFICIENT NUMBER OF APPLICATIONS IS RECEIVED**

## Essential Duties and Responsibilities:

1. Supervises the coding, testing, documenting, technical support, tracking and deployment of all the voting equipment and components for each election conducted by the County or for an election service contract.
2. Supervises day-to-day operations by prioritizing, scheduling and organizing workload to meet deadlines for each election.
3. Evaluates performance of subordinates by identifying strengths and weaknesses, providing guidance and motivation, and making decision on appropriate disciplinary actions. Provides staff development training as required.
4. Supervises the tracking of Election Day equipment and supplies of which includes the use, delivery, return, and repairs for the life of the equipment.
5. Supervises the voter registration data file transfer, migration and verification process from the statewide voter registration system.
6. Troubleshoots, answers problem calls and questions from election officials, voters, and the media.
7. Acts as a liaison in providing information and guidance in election service contracts with political subdivisions.
8. Coordinates with Early Voting Manager and Election Supervisor to ensure that each early voting site and Election Day site is adequately supplied with equipment.
9. Supervises procurement, preparation, proofing and assembly of election kits.
10. Establishes and enforces procedures to expedite and improve processes.

11. Acts as first-level resource for staff questions regarding customer issues, policies, etc.
12. Performs quality checks on the work of the department staff and makes corrections as necessary.
13. Develops forms and procedures manuals and training for election officials.
14. Coordinates with other departments to expedite work and improve performance.
15. Recommends changes in departmental policies and procedures.
16. Reviews and provides input on changes in election procedures.
17. Acts as a liaison with the Tarrant County Facilities Department and vendors to ensure that all safety equipment is operating at peak performance.
18. May provide daily or frequent reports to supervisor.
19. Attends training as assigned by management to maintain, enhance, or acquire job skills.
20. Supervises ballot order preparation, proofing, distribution and ballot tracking.
21. Supervises technical staff for personal computer and voter registration system connectivity.
22. Supervises technical procedures at Rally Stations on election night.
23. Manages the storage and destruction of election records as required by state law.
24. Reviews new and proposed legislation and provides input by written and verbal testimony.
25. Performs all other related duties as required.

#### **Minimum Requirements:**

**TO APPLY**, must have **an Associate's Degree or higher + three (3) years of supervision, including two (2) years of relational database experience.**

**OR**

**TO APPLY**, must have **five (5) years of supervision, including two (2) years of relational database experience.**

**NOTE: YOU MUST FILL OUT THE WORK HISTORY and EDUCATION SECTIONS OF APPLICATION TO SHOW YOU HAVE YEARS OF EXPERIENCE/EDUCATION AS REQUIRED BY HIRING DEPARTMENT OR BE DISQUALIFIED.**

Degree in Electronics or Computer Science preferred.

Technical background and experience in Election Management preferred.

Ability to obtain certification in election equipment functionality and software.

Must be able to motivate and guide work ethics for a large staff.

#### **Physical Demands and Work Environment & Other Requirements:**

While performing the duties of this position, the incumbent is regularly required to stoop, bend, grasp, climb, pull and push.