

**OKALOOSA COUNTY
CLASS DESCRIPTION, 2017**

JOB TITLE: POLL WORKER COORDINATOR

**SUPERVISOR OF ELECTIONS
REPORTS TO THE CHIEF DEPUTY OF OPERATIONS AND ADMINISTRATION**

GENERAL STATEMENT OF JOB

Provides poll worker recruitment, training, and precinct logistics for the Supervisor of Elections office.

ESSENTIAL JOB FUNCTIONS

Responsible for all aspects of poll worker recruitment, orientation, and training, from writing and producing training manuals and aids, to scheduling classes and securing training space while obeying all election laws.

Ensures training programs are current, relevant and engage recipients utilizing various forms of media including, but not limited to, instructional videos, PowerPoint presentations, and web-based training.

Collaborates with clerks to assign positions such as assistant clerk, precinct inspectors and a bailiff for each precinct.

Enters and maintains data necessary to generate precinct workers' lists, payroll, school attendance, polling place maintenance, and other relevant information.

Coordinates distribution of election materials to polling locations and supply drop-off on election night.

Communicates with precinct voting sites and election workers via newsletters, email, text, and telephone, as needed.

Assists Supervisor in locating and securing facilities to serve as polling places prior to each election.

Coordinates support of local vocational and disability offices for training to promote courteous and responsible assistance to voters requiring such care.

Travels to precincts on Election Day to ensure good order and troubleshoot potential problems.

Post-election, ensures audited supplies were returned on election night; rectifies errant situations.

Develops fiscal year budget for poll worker activities.

Provides excellent customer service.

Must be able to meet work schedule and attendance standards.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with coursework emphasis in Project Management, Business Management, Administration, or closely related field; supplemented by three (3) years experience in customer service or clerical work, training material and development, teaching, human resources, or large-scale volunteer scheduling experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Extensive public speaking experience and organizational skills required. Experience in a supervisory or lead capacity preferred. Must have experience with Microsoft Word; experience with Microsoft Excel, PowerPoint, and Publisher preferred. Requires a minimum typing speed of 35 wpm. Must have a valid driver license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computers, telephones, scanners, facsimile machines, copiers, and various other types of office equipment. Must be able to exert 25 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or a negligible amount constantly to lift, carry, push, pull or otherwise move objects. Physical demands are essentially those of sedentary work.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation and equipment utilized.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information; includes issuing and receiving assignments, instructions and/or directions. Requires the ability to tactfully and effectively interact with the public and with co-workers.

Language Ability: Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate effectively in Standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions in written and oral form; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow verbal and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add and subtract totals, multiply and divide, use decimals and calculate percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity in form; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, buttons, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress when confronted with frequent deadlines or peak workloads. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public. Able to handle large volumes of stress through intense election cycles.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through telephone and radio.

Effective: 07-14-17