



Osceola County is right where you want to be!

Position Title: Operations Support Coordinator
Department: Election Systems
Pay Range: \$17.47-25.34/hour

General Description:

The Election Systems Operations Support Coordinator is a responsible and professional position that reports to the Election Systems Manager. With direction from the Election Systems Manager, the Operations Support Coordinator coordinates warehouse and polling location logistics along with various support operations in accordance with Florida Statutes.

Essential Job Functions:

(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position)

- Coordinates all warehouse and polling location operations.
- Organizes and sets up the election polling location supply bins, prepares and packs all elections equipment and coordinates delivery to the polling location.
- Inspects various sites for prospective polling locations and ensures compliance with Florida elections laws.
- Responsible for the maintenance, repair, and testing of voting system equipment.
- Responsible for the development and maintenance of a records retention program in compliance with Florida law.
- Responsible for coordinating with Fleet Maintenance in order to maintain and/or repair all SOE vehicles and arranging for additional transportation during election season.
- Creates and maintains precinct and polling location maps in the GIS software.
- Coordinates with the Building Maintenance Department to maintain and/or repair all facilities utilized by the Supervisor of Elections, including polling locations.
- Assists with the maintenance of the office supply inventory management system.
- Assists with poll worker training for the tech support position in all elections.
- Cross train with all election functions to gain full knowledge of elections office operations and assist wherever necessary.
- Handles special projects and other duties as assigned.

Minimum Qualifications:

- AA Degree of higher and/or comparable experience in a related field
- GIS experience
- Possess general knowledge of preventative maintenance, repair, and safety precautions

- Ability to use warehouse equipment and tools in support of job functions
 - Ability to establish and maintain effective public and interpersonal relations
 - Possess strong, thoughtful and proactive attention to detail with a self-starting attitude
 - Ability to lift and carry equipment and boxes of material weighting 30-50 pounds
 - Must possess and maintain a valid Florida Driver's License
 - Must be a registered voter in the State of Florida prior to appointment
- (A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)

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.

Working Conditions:

Office environment; some field work; some warehouse work

Applying:

To apply please email your resume to alan.ortega@votosceola.com with the position title in the subject line.

