



JOB DESCRIPTION DU PAGE COUNTY CLERK'S ELECTION DIVISION

CLASS TITLE: Election Technology Coordinator
JOB NUMBER: 8052
FLSA STATUS: Non-Exempt
GRADE: 312

POSITION SUMMARY

Under general supervision; performs work of considerable difficulty in providing programming and support for Election Division users; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

This position involves the coordination of a full range of services for micro-computer users including procurement/service analysis, installation, enhancement, programming, reporting and support for applications and equipment. An individual in this class corrects problems and addresses specific user needs regarding the use of software and equipment. Work is performed under the immediate direction of the Election Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Manages and monitors election IT infrastructure (System Administrator)
- Configures Voter Registration System for department needs (EIMS)
- Researches and applies best practices for Network/System/Election security
- Interacts with candidates, political organizations; collaborates with state officials on ongoing projects
- Troubleshoots EMS if issue occurs (proprietary)
- Manages and creates website content, fixes and updates SQL scripts syncing with domain website
- Manages and supports electronic pollbook project
- Configures and manages Early Voting laptops; tests laptops and connectivity at polling sites
- Formats and configures Ballot and Neopost Printers
- Sets up and configures Vote By Mail Sorter
- Sets up and manages Call Center laptops
- Sets up Vote by Mail procedures
- Trains and manages technical support runners for election day
- Configures and manages Election Night Reporting Website
- Reconciles data entry errors for election reporting
- Creates custom data extraction to reconcile current Election Night Reporting website
- Voter Verification
- Creates, updates, runs and troubleshoots custom Crystal Reports (Data merge)
- Queries and extracts data for election requests
- Prepares data for statistical analysis
- Installs, tests, and debugs new and existing equipment; configures network interface
- Tests and debugs installations.
- Verifies malfunctioning equipment and determines appropriate course of action
- Maintains records of network configurations, location changes
- Correct problem(s) and designs programs that are self-explanatory and easily maintained

- Coordinates with County IT for infrastructure level support
- Instructs user(s) on accessing applications; sets up user and employees domain accounts
- Analyzes needs for software
- Obtains price, availability and compatibility information
- Verifies equipment purchased or repairs made are as quoted and ordered
- Backup and maintain database
- Assists in Election production
- Maintains regular attendance and punctuality

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Information technology practices, methods, principles and techniques relative to the application
- Internal operation and software interface capabilities
- Micro-computer hardware and software
- Programming, problem solving, block diagramming and flow charting
- Current office practices, procedures, and equipment
- Election Division policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Translating or expressing technical machine functions of electronic information technology systems into non-technical terms
- Performing equipment interfacing and network configurations
- Reasoning logically regarding operational aspects of election technology applications Documenting programs and maintaining records
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

Ability to:

- Develop innovative methods to achieve desired results
- Establish and maintain effective working relationships
- Carry out instructions furnished in writing, oral or diagram form, and to produce desired outcomes timely and completely
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Manage projects and multiple priorities simultaneously
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors

- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES None

EDUCATION and/or EXPERIENCE

Completion of a Bachelor's degree in Computer Science and one year of experience primarily in microcomputer set-up and operations; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work: Exerting up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS None

Interested applicants send cover letter and resume to:

DuPage County Clerk, Election Division

Charles R. Walker Jr.

Election Personnel Analyst

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