



LUCAS COUNTY BOARD OF ELECTIONS

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www.lucascountyvotes.org

Lucas County Board of Elections invites applications for the position of:

Election Technology Manager Voter

Registration (Democrat)

Opening Date: July 15, 2019

Closing Date: Open Until Filled

Job Description

This full-time position is with the Lucas County Board of Elections (BOE). Duties assigned to this position include but are not limited to the following: responsible for maintaining and administering the Voter Registration system including testing, applying new updates, and communicating with the vendor on any concerns and reporting those concerns/issues to the Director/Deputy Director; maintains/administers "Bridge" to the Secretary of State's Statewide Voter Registration system; ensures the integrity of data in the Voter Registration system; Maintains and updates the Board of Elections website. Serves as an administrator of social media accounts for the Board of Elections.

Qualifications

- An Associate degree in Computer Programming/Networking or six (6) years' experience in System Analysis, Application Developer (i.e. Access and Excel) preferably within a government setting.
- On the job training will be provided.

Additional Information

Annual Salary Range: \$59,934.00 - \$61,733.00

Work hours are Monday through Friday from 8:30 am to 4:30 pm. This position requires additional hours; evenings, weekends, and some county holidays as needed during the election cycles. Under FLSA guidelines this position is exempt – not eligible for overtime pay. However, the position is eligible to accrue comp time hours at the normal regular rate.

Benefit package include medical, dental, vision, and life insurance and paid vacation. BOE is part of the Ohio Public Employees Retirement System (OPERS).

Condition of Employment

Selected candidate will complete background check, sign a constitutional oath and submit proof of U.S. citizenship.

To apply, please do one of the following:

- 1) Apply on line at: <http://co.lucas.oh.us/jobs.aspx> (Lucas County Jobs)

If applying online, please combine all documents into one pdf prior to attaching to your application.

OR

- 2) Mail a completed application, or a cover letter and resume or apply in person at: Lucas County Board of Elections, One Government Center, Suite 300, Toledo, OH 43604
ATTN: Election Technology Manager-Voter Registration (Democrat).

Note: Must be a registered Democrat. Please provide proof of party affiliation if application is outside State of Ohio.

Equal Opportunity Employer