

POSITION: Election Technology Manager

LOCATION: One Government Center, Suite 300

HOURS: 8:30 a.m. to 4:30 p.m., Monday through Friday

STATUS: Fulltime

FLSA: Exempt

GENERAL SUMMARY

Reports to the Director/Deputy Director; Assists in maintaining and administrating the TRIAD Voter Registration System including testing, applying new updates, and communicating with the vendor concerning any issues and reporting those concerns/issues to the Director/Deputy Director; Maintains/Administrates “Bridge” to the Secretary of States’ Statewide Voter Registration System; Assists the staff in filling all Public Records Requests after first consulting with the Lucas County Prosecutor’s Office; Assists the Directors in the preparation/completion of all Annexations, County map modifications, and reprecincting; Runs all Election-related envelopes, cards, and notices; Prepares Election Signature Books, 11 & 4 Lists, and Election Absentee Lists; Conducts the final check of all Official Canvass Balancing Charts; Apprises the Director and Deputy Director of any irregularities including, but not limited to, missing canisters, etc.; Cross trains in Election Tabulation Software and demonstrates the ability to successfully create an accurate Election Database and Audio Ballot; Demonstrates the ability to successfully upload Election Memory Cards into the Tabulation Server; Demonstrates the ability to successfully manually enter Election Data into the Tabulation Server; Demonstrates the ability to accurately maintain and update the Board of Elections Website, including, but not limited to, updating precinct change information, Polling Location change information, presentation of all statutorily mandated website information, and successful presentation of J-Results on Election night; Overseeing corrections in the street and road guide and polling location guide modules in Voter Registration System (TRIAD); Coordinates all voter mailings/notifications as statutorily directed; Completes all NCOA requirements; Interfaces with the U.S. Postal Service to ensure that all U.S. Postal requirements are met; Maintains Local Option history with regard to Lucas County/Maps; Must maintain confidentiality and business integrity; Performs all other duties as assigned, by the Director/Deputy Director, the Board of Elections, and/or as prescribed by law; Primary Administrator for social media accounts

ESSENTIAL JOB FUNCTIONS

- Ability to prepare and carry out project planning and implementation;
- Ability to write simple database queries and create reports as needed by the department;
- Quality assurance testing of software enhancements and operational systems;

- Provides system(s) training for office staff;
- Ability to write complex database queries and create reports as needed by the department;
- Design, code, test, and debug application programs using current acceptable development toolsets;
- Manages workflow and meets all deadlines and priorities set by Director/Deputy Director;
- Demonstrates a solid working knowledge of Networking;
- Meets requirements set by the Secretary of State;
- Maintains all deadlines for the Board of Elections;
- Ensures that all U.S. Postal requirements are met;
- Develops education/training programs for office staff;
- Internal and external communications;
- Demonstrates the ability to diagnosis system problems and resolve;
- Demonstrates the ability to analyze project performance and take corrective action;
- Demonstrates a continuing willingness to work extended hours to meet deadlines;

MINIMUM QUALIFICATIONS

- A minimum of an Associate's Degree in Computer Programming/Networking and Systems Analysis, or related degree;
- 6 or more years experience as an Applications Developer [i.e.: Access and Excel] preferably within a Governmental setting;
- Demonstrated successful completion of Networking classes, Systems Analysis, etc.;
- Demonstrated familiarity of Systems Development Methodologies and Management;
- Demonstrated familiarity with database concepts, access methods, and report writers;
- Demonstrated familiarity with computer hardware and peripherals;
- Demonstrated familiarity with voter registration systems, CASS (Coding Accurate Support System) Certification, NCOA (National Change of Address) processing; Demonstrated knowledge of webpage design and updates;
- Ability to excel in task management and planning;
- Self-motivated and able to work well under pressure;
- Demonstrated knowledge of Liquor Control requirements and ballot issues;
- Demonstrates a professional attitude and appearance;