Job Description

Requisition Title ELECTION HARDWARE MANAGER.6009000 - 22000588
Organization ELECTIONS DEPARTMENT

Brief Description

Manages the lifecycle of election hardware by developing and maintaining processes, policies, systems and measurements. Manages the election hardware inventory; ensures quality control by assigning and deploying equipment; recommends, implements, and utilizes automation and tools to monitor and report on inventory; records and manages licenses, service agreements, and warranties for election hardware and related software/firmware; reviews, analyzes, and evaluates election hardware operations.

Detailed Description

Establishes and maintains an inventory of election related assets to include but not limited to ballot marking devices, ballot counters, electronic poll books, mobile networking equipment, computers/laptops, mobile devices, tablets, and related software and peripherals. Plans, monitors, and enforces the usage, tracking, and health of election hardware and software. Plans, monitors, and enforces configuration of election hardware to include installed software, security configuration, and election specific programming/configurations. Provides regular reports and analysis on asset usage and related costs. Documents and provides guidance and training on the usage, tracking, and maintenance of election hardware and related peripherals and software in coordination with vendors and election staff. Manages, trains and guides the work of staff in preparing, deploying, and supporting election hardware. Performs other duties as assigned.

Job Requirements

Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Information Technology, Business, or job-related field of study. Two (2) years of experience in IT asset lifecycle management, security, and configuration management, or work-related field, including one (1) year of supervisory experience. Technical knowledge of modern operating systems, computer networking, and configuration management. Technical knowledge of computer hardware and diagnostics. Must pass a background investigation. Must possess a valid Texas Driver’s License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. "Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement." Physical/Environmental Requirements: • Standard office environment. Ability to lift and carry up to 50 lbs., assisted. • The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.

Additional Details

An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical
Examination, and Background Investigation. Dallas County is an Equal Employment Opportunity Employer. AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.

Minimum Salary: 5094.59
Maximum Salary: 6355.07
Currency: US Dollar (USD)