ELECTION TRAINING COORDINATOR

FLSA: Non-Exempt 0083
Pay Grade: A06 Revised 11.14.22

NATURE OF WORK: The fundamental reason this classification exists is to develop, implement and coordinate the recruitment, selection and training of polling officials. The essential functions include managing and coordinating the recruitment and selection of polling officials; developing and establishing polling officials training programs; implementing and evaluating training programs; providing support related to election administration; and performing office management duties. The employee is required to exercise considerable initiative and judgment, drawing on experience and training for guidance. The Election Training Coordinator reports to the Director of Elections.

Manages and coordinates the recruitment and selection of polling officials using election handbook, computers, letters, and postcards following departmental guidelines in order to select and train workers.

Develops and establishes polling officials training programs using the computer, presentation and publication software, telephone, copier, and training manuals, following departmental policies and procedures in order to enhance polling official’s skills and improve productivity.

Implements and evaluates training programs using a computer and copier following departmental policies and procedures in order to develop and maintain qualified polling officials.

Provides support related to election administration using a computer, office equipment and telephone following departmental policies and procedures in order to provide assistance in the administration of various elections.

Performs office management duties using a computer including related software, fax, copier, telephone, and appointment calendar following departmental policies and procedures in order to support the Director of Elections and the Elections Center.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adult education and in-service training principles, practices, and techniques as needed to develop training and training curriculum.
Knowledge of the problems encountered in establishing and conducting training programs and possible approaches to their solution.
Knowledge of research methods and techniques.
Knowledge of methodologies used to conduct a training needs analysis as needed to develop training and training curriculum.
Knowledge of training program development principles and techniques as needed to develop training and training curriculum.
Knowledge of the components of an effective comprehensive training plan as needed to develop training and training curriculum.

Knowledge of project management techniques.

Knowledge of principles and processes for providing customer and personal services.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, payroll, purchasing, and other office procedures and terminology.

Knowledge of word processing software as needed to develop training materials.

Knowledge of presentation software as needed to develop training materials.

Knowledge of the policies and procedures regarding the elections process at polling places.

Knowledge of Montgomery County voting precincts and polling places.

Knowledge of The Code of Alabama, Title 17 as it relates to the administration of elections.

Ability to devise training programs and materials that will communicate the desired message and reach the desired audience.

Ability to communicate in speaking to include organizing thoughts, conciseness, and appropriate tone, rate, and volume as needed to ensure that the listener understands the message.

Ability to communicate in writing to include grammar, punctuation, spelling, logical order, and meeting the needs of the reader as needed to respond to inquiries and develop training and training curriculum and materials.

Ability to collect data and information from multiple sources as needed to obtain all of the information available about a problem, training need, program, etc.

Ability to analyze and evaluate situations and information and determine the most appropriate course of action to include determining where to research the problem, conducting the research to determine the reason for the problem, and using the facts to determine the action needed to resolve the problem or prevent conflicts.

Ability to plan, organize, implement, and direct educational activities.

Ability to use time efficiently as needed to ensure that tasks are completed in a timely manner and that deadlines are met.

Ability to establish goals and priorities as needed to manage and ensure the productivity of training.

Ability to utilize the Internet as needed to research various topics for document creation.

Ability to understand and apply applicable rules, regulations, policies and procedures as needed to ensure that educational activities are conducted within appropriate guidelines.

Ability to read and interpret policies, procedures, regulations, and laws as needed to determine the correct action to take based on a given set of facts or circumstances, answer questions from staff and the public, and accurately communicate organization policies and programs to the public.

Ability to establish and maintain effective working relationships with supervisors, department office employees or other agencies to include tact, courtesy, and diplomacy as needed to provide and request information.

Ability to make decisions in accordance with rules and regulations, and to apply these decisions to work problems.

Ability to perform basic arithmetical calculations (adding, subtracting, multiplying, and
dividing) as needed to calculate information for payroll, purchasing, and budgeting.
    Ability to supervise the work of temporary and seasonal election-related employees.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in political science, business or public administration, or education and one (1) year of experience administering and conducting training programs for adults.

NOTE: Qualifying education, training and experience that provide the requisite knowledge, skills and abilities to perform the job will be considered.