

**Job Title: Elections Section Manager, Scheduling (Poll Worker Recruitment & Training Division)**

**Minimum Qualifications**

Bachelor's degree. A minimum of two to four years of professional or administrative experience to include elections operations, logistic or event coordination/planning or contract management are required. Additional related experience may substitute for the required education on a year-for-year basis.

**Recruitment Notes**

The incumbent is responsible for managing and supervising subordinate employees assigned to the Poll Worker Scheduling Section of the Poll Worker Recruitment & Training Division who are engaged in diversified tasks in support of election administration and operations. This position is responsible for (3) three full-time employees including (1) one Elections Supervisor and (2) two Elections Support Specialists. Additionally, this position hires, coordinates in person and online training and supervises approximately 15 temporary Elections Support Specialists during countywide elections. Supervisory responsibilities include facilitating staff training on new systems and processes, monitoring daily workflow, achievement of section goals as well as individual performance measures, discipline, and corrective action, as necessary. Prepares scheduling reports and maintains the accuracy and integrity of the poll worker database. Provides basic data and performance analysis and works with divisional leadership to determine planning, needs, objectives and best practice as it pertains to the Scheduling section. Responsible for poll worker payroll processing during each elections cycle and coordinating with Training Manager and divisional leadership on poll worker training calendar, training targets and dissemination of online and general training communications. Generates budget, ASE and payroll statistics for the Poll Worker Scheduling Section as requested.

**Miami-Dade County HR Website:**

[https://exterd.miamidade.gov/psp/GUEST/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://exterd.miamidade.gov/psp/GUEST/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL)

**Position #/Job ID: 62839**

**Closing Date: 4/20/21**