Election Technology Manager (Voter Registration)

Normal Office Hours: 8:30 a.m. to 4:30 p.m.; Monday – Friday
Employment Location: 3737 W. Sylvania Avenue, Suite 121
Starting Rate: $65,000 (excellent benefits)
Party Affiliation: Registered Democrat in the State of Ohio

Summary of Responsibilities
Minimum Qualifications

This full-time position is with the Lucas County Board of Elections (BOE) and reports to the Director and Deputy Director. 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; monitors the voter registration server; ensures the nightly backup routines are successful; maintains and updates the Board of Elections website. Serves as administrator of social media accounts for the Board of Elections.

➢ An Associate’s degree in Computer Programming/Networking or six (6) years’ experience as a System Analyst or Application Developer (i.e.: Access and Excel) preferably within a government setting;
➢ Excellent organizational skills;
➢ Excellent interpersonal skills which include effective verbal and written communications;
➢ Demonstrates adaptability, flexibility, and dependability;
➢ Self-motivated and able to work well under pressure;
➢ Must maintain an ongoing understanding of changes in Federal and State statutory requirements affecting the Election process

Position Post Date: October 13, 2022 – opened until filled.
Please apply online (www.co.lucas.oh.us/jobs) or submit a cover letter, resume and professional references to the Lucas County Human Resources/Personnel Department, One Government Center, Suite 450, Toledo, OH 43604, ATTN. Election Technology Manager (Voter Registration - Democrat).

Additional Information

Application deadline: open until filled

1) Apply online

OR

2) Mail a completed application, or a cover letter and resume, to: Lucas County Personnel Department, One Government Center, Suite 450, Toledo, OH 43604 ATTN: Election Technology Manager (Voter Registration – Democrat)

OR

3) Mail or email cover letter and resume to: Lucas County Board of Elections, 3737 W. Sylvania Avenue, Suite 121, Toledo, OH 43623-4422. ATTN: Election Technology Manager (Voter Registration – Democrat). Email: pasmith@lucascountyoh.gov or kmctague@lucascountyoh.gov

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

An Equal Opportunity Employer