



DALLAS COUNTY ELECTIONS DEPARTMENT

Job Title: Elections Supervisor, Central Counting Station (Refer to IRC77527)

Reports To: Elections Administrator

Department: Dallas County Elections Department

Brief Posting Description

Assists with managing the administration and operation of an election program area, to include program planning, supervising the work of others, establishing goals and objectives, developing schedules, priorities and standards for achieving goals, and coordinating and evaluating program activities.

Detailed Description

Assists management by planning, organizing, delegating and overseeing the daily operations of one or more areas of responsibility associated with the election process. Oversees the election program area to ensure staffing coverage is adequate, and productivity standards are met and are effective; develops and implements goals and objectives, performance measures and techniques to evaluate programmatic activities; reviews correspondence and reports from local, state and/or federal agencies; analyzes statistical data and prepares and maintains related reports.

Manages vital functions of the Central Counting Station, to include the following:

- Manages election setup, paper and electronic ballot creation with ES&S Unity Software Suite.
- Generates ballot proofs, printed test decks and audio files for entity approval and/or public testing.
- Pre-tests paper and electronic ballots, sets up public logic & accuracy tests of electronic voting and tabulation equipment.
- Provides basic installation and troubleshooting support for voting system hardware, software and network components.
- Assists in creation and use of ballot style tables for manual ballot assignment procedures.
- Catalogs and prepares media (PEBs, Flashcards and zip disks) for voting and tabulation equipment.
- Operates optical scan equipment (ES&S Model 650 scanner).
- Supports voter registration system functions such as data exporting and report generation.
- Create elections reports and integrate them into the county website/social media portals.
- Report election results to the Secretary of State for primary and general elections via web portal prescribed by the State.
- Provide assistance on Election Day with phone support for election officials: troubleshoot technical issues, and participate in election night work activities.
- Helps maintain, prepare and repair of the County's electronic voting machines for regular election use.
- Configure, maintain and retain backups of all election system programming databases in accordance with local, state and federal laws.
- Inspect the mechanical and/or electronic machines of the County's voting system to ensure that they are functioning properly.
- Troubleshoots and identifies parts of electronic voting machines needing repair; remove faulty parts and replace them with new ones.
- Assists the warehouse supervisor in maintaining proper stock levels and inventory methods.
- Assists the warehouse supervisor in tracking electronic voting equipment inventory, retrieval of information and generation of seal logs and reports.
- Helps prepare for, execute and maintain re-districting.
- Trains other Central Counting Station staff on electronic voting machines and procedures.



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- Helps to procure a variety of items, including parts for voting systems.
- Communicates frequently via telephone, email and in person with the general public, county personnel, poll workers, and representatives from political subdivisions
- Participates in election planning meetings with departmental staff.
- Readily comply with departmental and county-wide policies and procedures.
- Attends training as assigned by supervisor to maintain, enhance or acquire job-specific skills.
- Contributes to the updating of practices and procedures.
- Coordinates and works with equipment vendors to ensure all Central Counting Stations functions are accomplished accurately and efficiently.

Researches and maintains comprehensive knowledge and understanding of applicable laws, policies and procedures to effectively communicate with staff, and acts as liaison and departmental representative to elected officials, political representatives, candidates, judges, contracting customers, vendors, general public, and/or other county, state and federal representatives to resolve problems, answer questions, provide assistance and modify policies/procedures. Hires and trains supervisory and support staff, evaluates performance and initiates disciplinary actions; coordinates and monitors scheduling, productivity and workloads.

Assists in budget preparation and maintains related data and reports. Performs other duties as assigned, specifically and including:

Job Requirements

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. Two (2) years of professional work related experience to, include program development or coordination of activities. Candidate must have a knowledgeable of standard software applications. Must be able to effectively communicate verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. The position requires thorough knowledge of local, state and federal laws, rules and regulations relevant to the area of responsibility. The selectee must possess a valid Texas driver's license, with a good driving record. Work area is a standard office and warehouse environments. May be required to stand, walk and sit for prolonged periods. May be required to visit off site locations.

Additional Details

Pay Range: \$3,722.60 to \$4,645.24 per month

How To Apply

Go to Dallas County's HR website, <http://www.dallascounty.org/department/HR/employment.html>. Go to "Jobs", and search for IRC77527. Email your interest and resume to Robert Heard at Robert.Heard@DallasCounty.org.