

**COLLIER COUNTY, FLORIDA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ELECTION SERVICES COORDINATOR**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide assistance in the Election Services Department within the Supervisor of Elections office. This position supports the management of election equipment and supplies including, but not limited to, maintenance, logistics and strategic planning for elections. An employee in this position will also assist in the coordination of election workers, conducting voter outreach activities, and the overall management of elections by adhering to Federal and State election laws, as well as internal policies and procedures.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists in the development and implementation of voter outreach and education activities, supports relationships with polling places and election workers and provides logistical support during elections.

Helps maintain the physical inventory of election supplies, election equipment, and voter outreach materials. Assists in the distribution and setup of equipment and supplies during elections and outreach events.

Creates and maintains detailed records, logs and forms for election equipment, supplies and workers.

Provides operational assistance and support to election workers during the election cycle, involving problem solving/resolution to questions, calls, and emails.

Researches and recommends solutions in election law changes effecting the conduct of elections and polling places.

Operates a personal computer, telephones, copiers and other general office equipment as necessary.

Works varied and extensive hours during the election cycle.

Knowledge in Microsoft Office (Outlook, Word, Excel, PowerPoint), e-Learning platforms, graphic design and/or multi-media software applications and the ability to learn new software applications as applicable.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

**MINIMUM QUALIFICATIONS**

Bachelor's degree preferred; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must be extremely organized, have strong problem solving skills, and possess excellent written/verbal communication skills. Requires the ability to communicate effectively in English; additional preference will be given to bilingual (Spanish) candidates. Proficiency in Microsoft Office Suite Applications required (Word, Excel, Outlook).