

**COLLIER COUNTY, FLORIDA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:                      OPERATIONS 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 is responsible for the management and operation of election equipment, supplies, records, and vehicles. An employee in this position will also assist in the coordination of temporary workers and vendors. This position will be required to adhere to Federal and State election laws, as well as internal policies and procedures. Additionally, this person must establish and nurture good work relationships with staff, supervisors, vendors, property owners or managers, and the public.

**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.**

Maintains detailed and accurate inventories and maintenance records of election equipment. Coordinates maintenance and testing on election equipment. Provides support and coordination of maintenance activities with vendors.

Interacts with other departments to support equipment and logistical needs. Many tasks are date and time sensitive.

Contacts polling locations to maintain site information. Creates and/or updates spreadsheets/files/databases and maintains data integrity. Generates reports, logs, and files as needed to complete specific jobs.

Coordinates and manages vendors for the delivery and retrieval of election equipment and election-related items.

Organizes and supports the functionality of office spaces including moving and storing equipment and other tasks as deemed appropriate.

Responsible for the management of office vehicles to include, fueling, cleaning, staff scheduling and coordinating with Fleet Management for vehicle maintenance and service.

Works varied and extensive hours during the election cycle.

Operates a personal computer, laptop, telephones, copiers, scanners, labelers and other general office equipment as necessary to complete essential functions.

**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**

High school graduate or equivalent and one year of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. The ability to effectively convey or exchange information with others, including receiving assignments and directions as well as coordinating assignments and directions with others. The ability to communicate effectively in English. Bilingual (Spanish) helpful but not required. Proficiency in Microsoft Office Suite Applications required (Word, Excel, Outlook).

This position requires the ability to stand, walk and sit; reach with hands and arms. Regularly required to stoop, kneel, bend, crouch and lift up to 50 pounds.