

St. Johns County Supervisor of Elections Office

Job Title: GIS – Election Services Specialist

Status: Non-Exempt

Salary Range: \$42,500 - \$54,500

Purpose of Job:

To provide Geographical Information System (GIS) mapping services. Support the operation of the Elections Department including oversight of the warehouse and voting equipment, and work alongside the poll worker coordinator to ensure elections are conducted accurately and in accordance with the Election Laws of the State of Florida.

Main Duties and Responsibilities:

Serves as a GIS specialist by providing support and maintenance of the GIS Mapping and Voter Registration interface system. Maintains the voter registration street index, geopolitical, and precinct boundaries for St. Johns County. Create and maintain accurate discrete addresses for St. Johns County within the GIS system. Use GIS data to create printable maps for the Elections Office that accurately represents geopolitical and precinct boundaries. Analyze population growth, voter turnout, and other data in an effort to assist with selecting polling place size and locations throughout the county. Add newly built subdivisions, as needed, and ensure data matches county GIS Department. Generate and provide Shape Files for public records requests or as needed for county GIS Department. Work with Census data to ensure block level VDT data has been updated and is presented to the Census Bureau as needed. Troubleshoot address issues as it relates to adding voters to the voter registration system. Maintains a working knowledge of the St. Johns County voting system to include e-poll books used. Maintains working knowledge of inventory control and records management procedures. Assists in preparing analytical and research reports, budgets, summaries, and recommendations for the elections budget. Performs records management and data entry activities as needed or required. Maintains a working knowledge of the Florida Voter Registration System. Maintains a working knowledge of the Election Laws of the State of Florida, Rules and Opinions. Works in coordination with the IT, Poll Worker and Operations Departments, as needed, to support the elections process. Performs other related duties as assigned.

Knowledge, Skills and Ability:

Excellent interpersonal, communication, and problem solving skills required for working with the public in a responsive, courteous, and professional manner. Developed and mature teamwork skills – able to interact respectfully and effectively with co-workers. Commitment to continuous learning. Must possess excellent organizational skills. Ability to analyze technical and administrative problems and make appropriate recommendations which are clear and concise. Ability to perform in an environment of constant change; ability to perform in a flexible work environment. Work extended hours, including Saturdays, Sundays, holidays and evenings. Familiarity with Pitney Bowes MapInfo or ESRI as a foundation. Working knowledge of and skilled with computer, software and equipment necessary for maintaining voter registration records. Working knowledge of office equipment to include, but not limited to, computers, fax and printer. Must be a registered voter in Florida. Must possess and maintain a valid Florida driver's license and be able to meet criteria to drive a county vehicle.

Education:

Applicant must possess minimum of a Bachelor's Degree in Graphical Information Systems or five (5) years working knowledge with TIGER, city and district boundary line data. Must be able to comprehend, speak and write the English language. SJC Supervisor of Elections is a drug free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics. This position is being advertised for the St. Johns County Supervisor of Elections Office. For any information regarding this position, please contact the Supervisor of Elections Office at (904) 823-2238.

A complete job description including the physical/visual requirements and the environmental conditions of the job are available at the Supervisor of Elections Office.

Application must be submitted through our online application service. For more information or to apply please visit our website – www.sjcfl.us/Personnel/ApplyOnline.aspx.