Date: February 7, 2017

Elections Coordinator – Early Voting / Special Events

Date: February 7, 2017

Department: Elections Services

Recruiting Location: Orlando, FL

Position Type: Regular / Full-Time

FLSA Status: Exempt

Application Deadline: Friday, February 17, 2017 @ 5:00 pm

POSITION SUMMARY
The Elections Coordinator, Early Voting/Special Events is responsible for managing County-wide Early Voting activities in Orange County. Liaison to temporary staffing agencies for the staffing of off-site Early Voting locations.

The Elections Coordinator, Early Voting/Special Events reports to Election Manager, Elections Events and supervises temporary workers during election events, Early Voting Leads, Election Aide and Early Voting Clerks.

SKILLS AND QUALIFICATIONS

Required:
- High School Diploma or equivalent
- Minimum of three years’ experience in an administrative position with regular public contact
- Prior work experience in a position with rapidly changing priorities and deadlines
- Strong organizational skills and excellent follow-up skills with attention to detail and accuracy
- Ability to efficiently perform data entry tasks
- Strong communication skills with ability to build rapport quickly and deliver training programs to groups of people
- Ability to attend SOE-sponsored events and meetings on evenings and weekends
- Proficiency with Microsoft Office products including spreadsheets, database queries, word processing, and ability to learn new software programs
- Valid Driver’s License and driving history that meets SOE driving standards

Preferred:
- Prior experience training and supervising workers
- Bilingual in English and Spanish
- Prior recruiting experience
- Prior experience working a minimum of one election cycle for a Supervisor of Elections
- Knowledge of ALL Poll Worker positions to troubleshoot calls on Election Day
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations

POSITION FUNCTIONS AND DUTIES
- Prepare office supplies for Early Voting Leads and train them on Early Voting procedures.
- Assist with development of training materials and training of Early Voting staff.
- Works with Election Manager, Election Events on inventory, ordering and distributor of all supplies as related to Early Voting.
- Plan staffing needs for temporary Early Voting workers during an election with Election Manager, Election Events.
- Continually develop and apply knowledge of Florida election laws in order to effectively perform tasks and answer questions from temporary workers and the general public related to Early Voting.
- Works with Election Manager, Election Events to recruit, train, and supervise temporary Early Voting workers and Election Aide during elections.
- Works with Election Coordinator, Training/AAP to maintain and update as needed information in written manuals for Early Voting staff.
- Responsible for designating assigned Early Voting sites for Early Voting Leads.
- Collect and verify lists of poll watchers from candidates and campaigns for Early Voting.
- Works with Elections Coordinator, Special Events/Ballots to maintain statistics regarding effectiveness of recruitment strategies and produce reports as needed. Make recommendations for adjusting recruiting strategies to ensure an adequate number of Early Voting workers are available at all times.
- Maintain inventory of Early Voting supplies. Order new supplies when needed and supervise the distribution of supplies for election events.
- Ensure that notification boards at EV sites have accurate and sufficient information posted for voters.
- Coordinate the return of Early Voting supplies and delivery of items to appropriate department for inventory and retention post-election.
- Responsible for all Early Voting workers payroll.
- Continue to research avenues to recruit Early Voting workers and to maintain a positive working relationship with temporary staffing agencies.
- Assists Election Coordinator, Special Events/Ballots with all High School Elections included, but not limited to scheduling and staffing.
- Assist with special projects assigned by the Director, Elections Services. Provide backup support for select functions and tasks.
- Perform all other duties as assigned.

**Working Conditions**

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. There will occasionally be tasks performed within the warehouse, which is warm during the summer months. Occasionally there may be work outdoors at polling location. Requires constant contact with business professionals, members of the public, and coworkers.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

**Special Equipment**

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election equipment, voting tabulators, election media, e-poll tablets, pallet jack, box cutters, printer, facsimile machine, copier, calculator, and company vehicles.
PHYSICAL AND MENTAL DEMANDS

<table>
<thead>
<tr>
<th></th>
<th>Occasional Demands (1-33%)</th>
<th>Frequent Demands (34-66%)</th>
<th>Constant Demands (67-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reaching</td>
<td></td>
<td>Standing</td>
<td>Reading and Comprehending</td>
</tr>
<tr>
<td>Driving</td>
<td></td>
<td>Hand-Eye Coordination</td>
<td>Focus for Extending Periods</td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td>Walking</td>
<td>Sitting</td>
</tr>
<tr>
<td>Pulling</td>
<td></td>
<td>Grasping</td>
<td>Repetitive Wrist Motion</td>
</tr>
<tr>
<td>Pushing</td>
<td></td>
<td>Lifting and/or Carrying</td>
<td>Mental Alertness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(up to 20 lbs)</td>
<td></td>
</tr>
<tr>
<td>Crouching</td>
<td></td>
<td></td>
<td>Visual Acuity</td>
</tr>
<tr>
<td>Lifting and/or Carrying</td>
<td></td>
<td></td>
<td>Hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Decision-Making</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oral Communication</td>
</tr>
</tbody>
</table>

Mandatory Special Requirements:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

Disclaimer:

This is a general overview of the Elections Coordinator: Early Voting / Special Events position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections’ Office is on an “at-will” basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY

Mail application to:
Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856

Email application to:
recruiter@ocfelections.com