

JOB POSTING
CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Program Coordinator
Reports To: Ballot Department Manager

Salary: \$45,000 - \$50,000
Department: Ballot Preparation & Tabulation

Function:

Under the direct supervision of the Manager of the Ballot Systems Department, performs, coordinates, or assists with duties related to the preparation, layout, counting, canvassing and security of the ballots. Coordinates or performs responsibilities related to the issuance of legal advertisements and notices concerning elections.

Responsibilities:

- Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections;
- Receives and reviews for accuracy all documentation for placement on the ballots;
- Coordinates the issuance of legal advertisements and notices concerning elections;
- Assists with the development and implementation of departmental work plan and maintaining an effective productivity schedule;
- Develops and/or implements effective training programs relative to all duties of the department, particularly any training during the election cycle;
- Coordinates the preparation of all reports as required; safeguards sensitive documents and supplies;
- Assists in maintaining inventory of department's forms and supplies; assists with ordering all election related documents and materials in a timely manner;
- Communicates and maintains effective working relationships with a variety of individuals within and outside the department, and serves as a liaison within and outside the agency.
- Attends continuing education sessions as required;
- Coordinates duties relating to the accurate printing of all ballots;
- Assures proper ballot rotation;
- Assists in the preparation of the layout of offices, candidates and issues on the ballots as prescribed by law for print processing, and reviews and approves the final product;
- Assists in setting up election parameters, the creation of memory sticks, uploading election night results and election report creation;
- Assists with election system setup options, election geography, database backup, programming of districts, precincts, races, headers, vote centers, generation of ballots, proofing, audio, absentee ballots, voter registration totals, election preparation, logic and accuracy testing, trouble shooting, auditing and recount process;
- Prepares procedural manuals, reports, graphs, charts, etc. to present programs and other information;
- Assumes responsibility for the security, storage and safety of all voted ballots;
- Ensures duties are conducted according to NVRA and HAVA procedures;
- Assures proper maintenance of equipment;
- Assures political balance in all departmental functions and responsibilities;
- Conducts pre-election training and coordinates staff; directs election day, night and post-election functions;
- Notifies the appropriate departments when changes occur that could affect the election process;

- Enforces the policies and procedures mandated by the Cuyahoga County Board of Elections;
- Performs administrative duties, including record-keeping, compiling statistics, maintaining supplies and equipment, filing, etc.
- Performs all other duties assigned, delegated or required of the Program Coordinator of the Ballot Systems Department as well as those prescribed by law.

MINIMUM QUALIFICATIONS:

Must possess the knowledge, skills, abilities, characteristics and experience to perform with or without reasonable accommodations, the essential functions of the job.

Personal Characteristics and Abilities

- Ability to perform in a professional manner under pressure of firm deadlines, multiple tasks or projects, or limited resources;
- Willing and able to work extended hours as necessary;
- Works effectively in cooperation with all departments;
- Demonstrates flexibility, adaptability, dependability, analytical and problem-solving skills and business acumen.
- Demonstrates excellent organizational and strategic planning skills and meets deadlines;
- Demonstrates a professional attitude and appearance.

Language and Mathematical Ability and Interpersonal Communication

- Applies excellent interpersonal skills which include effective verbal and written communication;
- Ability to comprehend informational documents, reference books and manuals, computer reports, source documents and records.
- Ability to prepare reports and documents using prescribed or appropriate formats, and conforming to rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer operations and technical terminology and language.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Minimum Education, Training and Experience

Bachelor's degree in Business, Public Administration, or a related field, preferred. High School Diploma or equivalent required. One year of experience in a leadership or supervisory role helpful. Command of Microsoft Windows, and Office product. Demonstrates full understanding of election processes and cycles. Demonstrates working knowledge of ballot tabulation hardware and software. Demonstrates working knowledge of district configurations in Cuyahoga County. Demonstrates working knowledge and application of Section 35 of the Ohio Revised Code, and the Ballot Questions and Issues Handbook as they relate to the preparation and layout of ballot issues.



**JOB POSTING
CUYAHOGA COUNTY BOARD OF ELECTIONS**

Physical Demands and Working Conditions

Work performed in a general warehouse / office environment and using standard office and specialized election and ballot processing equipment. May require continuous or frequent sitting, standing, talking, walking, bending, reaching, stooping, climbing, crouching, twisting, kneeling, and repetitive lifting. Strong vocal communication skills for teaching, expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, preparing and analyzing written computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

May require travel to other facilities and locations. May require operating a motorized vehicle.

Application Procedure:

Submit a letter of interest, including your e-mail address, resume and three professional references to: ElectionJobs@cuyahogacounty.us (preferred method). Specify position of interest in the subject line. Alternatively, mail/deliver to:

Cuyahoga County Board of Elections
Attention: Human Resources
2925 Euclid Avenue
Cleveland OH 44115

All materials must arrive no later than 2:00 p.m. December 11, 2013.

All job offers are made with the understanding that prospective employees pass a drug test and criminal background investigation prior to being hired.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace