

Classification Title: Board of Elections Logistics Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides oversight, administrative, vendor and compliance support for specialized programs or services within a department area. Works with, reviews and monitors vendors and financial transactions. Provides technical assistance and automation support for a specific system, to a department or group of users. Inspects a variety of structures to ensure compliance with ADA regulations. Coordinates routine and preventive maintenance programs. Maintain custody of official records and documents. Schedules and implements programs and ensures contract and statutory compliance. Evaluates processes and programs and recommends changes in procedures.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Inventory and create spreadsheet of supplies, equipment and documents required for management of precincts.
2	M	Coordinate with temporary agency vendor to hire temporary staff. Train and supervise temporary staff to clean, prepare and pack all equipment and supplies.
3	H	Perform logic and accuracy testing to certify each ballot tabulator and complete necessary documentation to comply with the State requirements. Test and maintain telephone lines in all facilities.
4	L	Survey and inspect potential facilities to be used as polling places. Evaluate and complete the federal survey utilized at polling places to verify the facility will meet ADA requirements.
5	M	Compile and prepare storage for all unused market ballots, authorizations to vote, reconciliation paperwork, poll books, and other elections records and schedule destruction pursuant to the NC Records Retention schedule.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree in Business Administration, Office Administration or related field.
Experience	Two years of experience in logistics or supply chain management.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	Lift Truck Operator and a Class C Driver's License.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives broad direction
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fork lift, various hand and power tools, personal computer, copiers, printers, scanner, barcode scanner, M100 ballot tabulator, M650 high speed ballot tabulator, AutoMark.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED: None.