

Classification Title: Board of Elections Early Voting Coordinator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: The Early Voting Coordinator is a highly technical and supervisory position that, in collaboration with the Deputy Director, plans and conducts all functions associated with the operation of the early voting department including: documentation of policies and procedures; recruiting, training, mentoring, and support for all subordinate staff; creating and enforcing policies that comply with statutory mandates and directives; participating in the creation and execution of strategic and tactical plans for operating successful elections within the County; providing assistance to other entities participating in County elections; managing election assets; ensuring accurate and unbiased collection and reporting of votes; developing and administering the early voting budget.

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	L	Develop and administer annual budget for entire division of up to \$2 million. Develop expansion request business cases. Analyze budget impacts of new election laws and state directives. Work with, review, and monitor vendors and financial transactions. Assist in managing procurement of goods and services. Prepare requested documents and related information for review by the board. Monitor the budget to ensure spending aligns with the budget at the object code level. Coordinate with staff to collect budget requests for the division.
	H	Assist in the development of RFPs for contracted and temporary staffing services. Train and supervise up to 20 temporary office support staff and up to 600 early voting temporary staff. Work with Town Clerks, Municipal administrators, facility directors, special event coordinators, and superintendents to secure use of facilities for early voting. Prepare Early Voting Plans of Implementation and board resolutions for submission to the NC State Board of Elections. Work with vendors on pricing and ordering prior to ordering required supplies before early voting, staying within the budget constraints.
3	M	Supervise the research, verification, and counting of provisional ballots. Create and print files ensuring correct jurisdictions. Identify addresses, maintain and update geocode files, municipal records such as annexations reported, create reports, and update tables. Update and adjust voter jurisdictional districts upon federal or state legislative directive. Compile, prepare, and store all unused and marked ballots, authorization to vote forms, reconciliation paperwork, poll books, and other election records to be scheduled for destruction pursuant to the North Carolina Records Retention schedule. Operate fork lift to store pallets of election supplies. Maintain extensive knowledge of election procedures for the purpose of providing telephone and roving support to precinct officials on Election Day.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree.
Experience	Over four years of experience in a county elections office.

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Certification and Other Requirements	Life truck operator and a valid driver's license and a "safe" driving record.
Equivalent Education & Experience Accepted?	Yes
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives limited direction
Budget Responsibility	This position is the primary developer and administrator of the early voting division budget.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for seasonal temporary staff to support early voting operations (administrative, IT, and labor), seasonal temporary staff to conduct early voting training, and seasonal staff to operate 20 early voting facilities across Wake County.
Interpersonal / Human Relations Skills	Work requires very 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 broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	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:

Voting equipment

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other X (up to 20 voting locations across Wake County)

PROTECTIVE EQUIPMENT REQUIRED:

None