

Classification Title: Board of Elections Training Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Oversees the daily operation of the training program for the department. Develops training materials, including manuals, workbooks, training videos and online training modules to facilitate comprehensive training for appointed officials. Recruit, interview, hire and manage training assistants.

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	Assesses needs and requirements and comprehends all federal and state election laws and directives to properly prepare new training materials and course content to train appointed officials.
2	S	Manage course and session creation, upload users and user groups, research and resolve the Learning Management System (LSM) functionality issues. Keep records of course completion and train staff on use of LMS.
3	S	Track current inventory of training supplies including the costs of items, quantity on hand, needed quantity, and location. Coordinate requests with other divisions. Research new training products. Prepare needs assessments of supplies for budget preparation.
4	S	Design database for recording of write-in names for precincts. Oversee poll book production for accuracy and timeliness in completion and delivery. Develop recruiting materials, communications, newsletters and website updates.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Education, Communications, Graphic Design, Business Administration, Political Science or related field.
Experience	Two years of experience in training or equivalent.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	Notary Public, a valid driver's license and a "safe" driving record.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives limited direction
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
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 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 negotiations skills that support County strategy and organization 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	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:

Personal computer, copiers, printers, scanner, barcode scanner, M100 ballot tabulator, M650 high speed ballot tabulator, AutoMark, general tools, and audio and visual systems.

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

PROTECTIVE EQUIPMENT REQUIRED: None.