

SUPERVISING VOTING MACHINE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the management and coordination of all activities related to the proper maintenance, repair, upkeep and testing of electronic voting machines or other voting equipment. Supervision is exercised over Voting Machine Technicians. Work is performed in accordance with all laws, regulations, policies and procedures related to the elections process. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Manages and coordinates the preparation, maintenance, repair, transport and storage of voting machines and equipment;

Supervises technicians and other staff involved in the preparation, set-up, delivery, maintenance and repair of voting machines;

Develops a plan for ensuring that voting machines are properly installed at election sites, in accordance with all elections requirements;

Implements a system to ensure the resolution of all voting machine problems that at polling sites;

Provides all required reports and statistical information;

Prepares reports designed to provide management with information necessary for administrative and budgetary control;

Participates in the review and evaluation of relevant procedures and methods;

Participates in recruitment and supervision of staff;

Reviews and analyzes applicable laws, statutory rules and regulations;

Provides training and instruction to staff to ensure that voting machine use and maintenance is performed in accordance with applicable laws, regulations, policies and procedures;

Discusses administrative functions and problems with the Department Head on a regular basis;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May direct and assign work to temporary workers engaged in voting machine preparation work;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the laws, rules, and regulations, and issues regarding the use and operation of voting machines in New York State and Westchester County; good knowledge of organizational and administrative processes and techniques; ability to plan and supervise the work of others; ability to gather and analyze quantitative data and communicate it effectively with managerial staff; ability to communicate clearly, both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; courtesy; thoroughness; initiative; sound judgment; physical condition commensurate with the demands of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years experience in program planning, public or business administration, information technology, finance, or budgeting, which included or was supplemented by two years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for four years of the above experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Unclassified†
PQS1

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Job Group: C12