

ELECTIONS PROJECT COORDINATOR

GRADE: 10

GENERAL DESCRIPTION

Performs a variety of functions which follow established procedures and which may require some judgment and specialized subject knowledge such as advanced technological understanding of various programs and resources. Co-Supervises the Voter Registration Specialists with the Voter Registrar Manager and assists Elections Manager and IT Manager in the election process.

EXAMPLES OF WORK PERFORMED

Ability to work with comma delimited and other file formats such as csv

Extensive knowledge of Microsoft Office Suite (Excel, Access), SQL

Computer and Network Troubleshooting: HP Print Servers

Knowledge of ArcGIS Desktop; (geocoding), (gps)

Ability to troubleshoot and repair printers or scanners

Work closely with city and school officials on their boundaries to prepare on GIS System

Experience with plotter, printing in various sizes; laser and dot matrix printers and have knowledge of jurisdictional lines and outliers

Work closely with the Voter Registration Department and generate and upload daily reports to the Secretary of State

Assist the Voter Registration Manager in supervising Data Processors

Check State Validation listings, errors, rejects, plus DPS downloads and have knowledge of converting into database format which then requires Geo-coding

Fulfill public information requests such as but not limited to voter lists and maps of jurisdictions, cities, schools, etc

Prepare and print all polling location maps for poll workers during elections and have knowledge of special maps such as split precincts, and overlapping boundaries

Must be able to work overtime when required

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (3) years computer experience; Graduation from an accredited college or university. Geographical information system (GIS) technology preferred; Knowledge of industry standard hardware and software preferred; Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must have a current valid Texas Motor Vehicle Operator's License

Knowledge, Skills, and Abilities

Ability to read and interpret document such as safety rules, operating and maintenance instructions and procedures manuals

Ability to speak effectively before groups of customers and employees

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Ability to compute rate, ration and percent to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

Ability to deal with problems involving several concrete variables

Ability to work under stressful conditions

Able to work extended hours as needed

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

