



CLASS SPECIFICATION FOR:

Voting Machine Assistant Supervisor

General Statement of Duties:

Supervises the maintenance, programming and testing of voting machine equipment; troubleshoots and repairs voting machine equipment; coordinates ground operations on Election Day; does related work as required.

Distinguishing Features of Class:

This single position supervisory class will serve as a supervisor to all Voting Machine Technician levels working closely with the Voting Machine Technician III to train, schedule and provide direction and assistance to Voting Machine Technicians, especially on Election Day; responsible scheduling and coordinating the maintenance, programming and testing of voting machine equipment with Voting Machine Technicians; manages ground operations (staff and resources) on Election Day. Work is performed under the general supervision of Voting Machine Supervisor or Registrar.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Supervises and coordinates the training and scheduling of Voting Machine Technicians responsible for programming, testing, performing maintenance, troubleshooting and making repairs, and works with vendors as needed;
- Prepares machine program scripts and validates script accuracy through coordinated testing;
- Coordinates ground operations and resources on Election Day to ensure County's voting equipment machines are available as needed and functioning;
- Coordinates with the Voting Machine Technicians for troubleshooting and making more routine, less complex, repairs on Election Day, and performs the unusual or more complex troubleshooting and repairs as needed;
- May program, repair, load, transport and set-up, and demonstrate voting machine equipment as needed;
- Maintains records and prepares reports;
- Trains/becomes familiar with new equipment/software relevant to voting machine equipment;
- Assists the Voting Machine Supervisor, Registrar, and Electoral Board as assigned;
- Serves as Voting Machine Supervisors during any absences;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of the use, operation, maintenance and repair of voting machine equipment; considerable knowledge of programming; considerable knowledge of Virginia Election processes and laws; considerable knowledge of the County's geography and polling locations with the ability to efficiently schedule staff and equipment and to navigate between assigned locations; considerable knowledge of and ability to use tools incidental to the programming, maintenance and repair of voting machine equipment; good oral and written communications skills with the ability to give clear complex instructions; physical conditioning that permits activities including but not limited to heavy lifting, bending, stooping, stretching, carrying and moving equipment and supplies over diverse terrain and in adverse weather conditions; good supervisory skills; good interpersonal skills with ability to establish and maintain good working relationships with assigned staff, department staff, co-workers, polling place staff and the public; good organizational skills with the ability to manage own workload and competing priorities and schedule the work of assigned staff; ability to work independently with minimal instruction and direction; good knowledge and command of English grammar and spelling; excellent communication skills with the ability to communicate effectively with diverse audiences including assigned staff, County employees, County Officials, Elected Officials, Election Boards and Officials and the general public; ability to maintain accurate records and to prepare reports as assigned.

Minimum Education and Experience:

Education: High school education including relevant technology classes that provides the information necessary to assist with assigned duties; prefer some college level courses in relevant technology and programming; or

Experience: Six years experience programming and repairing voting machine equipment;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.



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- Valid driver's license required to provide/retrieve equipment necessary at assigned locations;
- Physical abilities necessary to bend, stoop, stretch, lift, load, unload, carry, move, arrange, etc. voting machine equipment within and between storage locations and a wide variety of assigned polling locations with diverse terrains and in adverse weather conditions.