



Assistant Technical Services Manager

Position Description
August 2023

Department:	IT & Technical Services
Classification:	Non-Exempt
Reports to:	Technical Services Manager

POSITION SUMMARY

This position reports to the Technical Services Manager. It involves technical work including responsibilities related to supplies management, storage, inventory and maintenance of all voting equipment, the preparation of this equipment for elections and technical support as needed during elections. Work may also be required in other offices.

Skills and Qualifications

REQUIRED

- Graduation from a regionally accredited college or university with Bachelor of Science or Bachelor of Arts degree; or a high school diploma with a documented minimum of 3 years' experience in elections, management, supervision or field of work that could translate to work in the elections industry
- Excellent written and oral communication skills
- Ability to meet and deal effectively and courteously with the public using strong interpersonal skills
- Ability to proactively and independently formulate work priorities
- Possession of a valid Florida driver license and favorable driving record
- Exceptional organizational and follow-up skills with attention to detail and accuracy
- Proficiency with Microsoft Office products,
- Working knowledge of computers
- Skilled in the use of tools and equipment

PREFERRED

- Forklift Certification
- Ability to work with minimal supervision
- Ability to oversee temporary employees in the absence of the Technical Services Manager
- Ability to follow oral and written instructions from various sources
- Ability to establish and maintain good working relationships with co-workers
- Ability to meet and deal effectively and courteously with the general public
- Adaptable to change
- Ability to assemble and organize materials

Functions and Responsibilities

- Assists the Technical Services Manager with planning, directing, coordinating and managing the election process for the Voting Equipment Facility
- Supports the Technical Services Manager in assessing voting location efficiency and assignment of equipment related to size, growth, needs, etc.
- Assists in identifying and securing new and accessible polling locations as needed; establishes and fosters positive working relationships with potential and current polling place contacts
- Adheres to and supports the Technical Services Manager in ensuring all staff are properly trained and adhere to applicable laws, regulations, codes, standards and policies and procedures
- Configures, prepares and maintains supplies and elections equipment inventory and distribution, and records databases
- Assists in directing the preparation of transfer cases, supply carts, clerk's supplies, and all supporting voting equipment for the distribution to polling places prior to each election
- Prepares and conducts testing on voting equipment to ensure full operations before deployment to assigned precincts prior to each election
- Coordinates and performs software and firmware updates in conjunction with IT staff
- Assists in establishing routes and scheduling election equipment/supplies delivery and pick up
- Provides IT support as needed and especially during early voting and on election day including emergency troubleshooting, replacement of malfunctioning equipment and support to election boards at closing of the polls
- Operates vehicle, mechanical and power tools and pneumatic equipment, ensuring proper maintenance
- May offer recommendations for polling place improvement or location changes
- Assists in the maintenance and safety of all voting equipment and operating systems
- Ensures that all voter and election records and non-election files are stored, maintained or disposed of in a manner according to Florida Administrative Code; manages and administers the retention database
- Researches public inquiries related to election services and retention
- Other duties as assigned

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work involves standing, stooping, walking, climbing stairs and ladders, lifting objects up to 100 pounds and moving heavy objects. Employee is responsible for wearing a back brace provided by employer as needed. Also requires a high degree of safety and accuracy in operating equipment. Work demands the ability to work well under pressure.
- Work may involve flex time and/or extended hours at various locations during election periods.

This position description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other reasonable duties as may be assigned within the knowledge, skill and abilities framework.