



MARY JANE ARRINGTON  
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

## JOB DESCRIPTION

### EXEMPT

**POSITION TITLE:** Election Worker Coordinator

**DEPARTMENT:** Administrative Services

**SALARY RANGE:** \$44,657.60 -- \$64,750.40

#### **GENERAL DESCRIPTION:**

The Election Worker Coordinator is a highly responsible and professional position that reports to the Administrative Services Director. The position is responsible for the overall administration of Election Worker operations. This position will assist the Administrative Services Director with special projects and provide support to all functions of the Administrative Services department.

#### **ESSENTIAL JOB FUNCTIONS:**

*(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)*

- Plans, organizes, and conducts Election Worker recruitment drives throughout the county.
- Develops and coordinates an Election Worker training program for both Early Voting and Election Day Workers.
- Maintains the presence of the Supervisor of Elections office in the community.
- Responsible for the recruitment, training, assignment and retention of election workers.
- Responsible for coordinating information regarding Election Worker supplies for both Early Voting and Election Day polling locations with the Voter Services Department.
- Responsible for recruitment, training and staffing of the call center during election time.
- Provides regular updates to the Supervisor of Elections website.
- Develops solutions resulting in improved productivity, efficiency, and effectiveness for Election Worker programs.
- Cross train for candidate services and all other election functions to gain full knowledge of elections office operations and assist wherever necessary.
- Handles special projects and other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree or higher in Political Science, Public Administration, Education or a related field.
2. Progressively responsible experience in recruitment, training and evaluation of employees and/or volunteers.
3. Knowledge of voter registration and election processes.
4. Demonstrated communication, interpersonal, presentation, and multi-tasking skills.
5. Ability to establish and maintain effective working relationships with other government officials, county staff, vendors and the general public.
6. Ability to understand Federal and Florida Election Laws and Rules and how they apply to elections office operations.
7. Must possess and maintain a valid Florida Driver's License.
8. Must be a registered voter in the State of Florida prior to appointment.

*(A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)*

#### **MANDATORY SPECIAL REQUIREMENTS:**

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned.

**WORKING CONDITIONS:** Office Environment and Field Work