

## **SUPERVISING VOTING SYSTEMS AND MACHINE TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical and supervisory work of a complex nature involving a responsibility for the management and coordination of all activities related to the proper maintenance, repair, upkeep and testing of electronic voting machines and other voting equipment. The work is performed in accordance with all laws, regulations, policies, and procedures related to the election process. The work is performed under the direction of the Commissioner of Elections and supervision is exercised over Voting Poll Site Coordinators and Voting Systems & Machine Technicians. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Manages and coordinates the preparation, maintenance, repair, transport, and storage of voting machines and equipment;  
Supervises staff involved in the preparation, set-up, delivery, maintenance, and repair of voting machines;  
Ensures that voting machines are properly installed at election sites, in accordance with all election requirements;  
Creates and tests election ballots, creates hard copy and electronic files so they scan in voting machines;  
Supervises staff involved in maintaining, programming and updating all poll pads;  
Maintains an inventory of all voting machines, equipment and supplies needed;  
Supervises all work at poll sites including the resolution of all voting machine issues that may occur;  
Supervises the maintenance of all early voting machines, equipment and printers;  
Provides technical assistance during every election at poll sites;  
Directs and assigns work to staff engaged in voting machine preparation work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the election process; good knowledge of voting machines and equipment; ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:** Appointments are made by the Board of Election Commissioners.