



JOB DESCRIPTION  
DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Election Technology Coordinator  
**JOB NUMBER:** 8052  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 312

**POSITION SUMMARY**

Under general supervision; performs work of considerable difficulty in providing programming and support for Election Commission users; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS**

This position involves the coordination of a full range of services for micro-computer users including procurement/service analysis, installation, enhancement, programming, reporting and support for applications and equipment. An individual in this class corrects problems and addresses specific user needs regarding the use of software and equipment. Work is performed under the immediate direction of the Election Division Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Interact with candidates and political organizations
- Prepare data for statistical analysis
- Create and/or run custom reports
- Installs new equipment and enhancements by performing equipment interfacing and network configurations
- Tests and debugs installations
- Coordinates with County IT for infrastructure level support
- Instructs user(s) on accessing all applications installed
- Verifies malfunctioning equipment and determines appropriate course of action
- Analyzes needs for software
- Obtains price, availability and compatibility information
- Verifies equipment purchased or repairs made are as quoted and ordered
- Maintains records of network configurations, location changes and/or correct problem(s) and designs programs that are self-explanatory and easily maintained
- Backup and maintain database
- Assists in Election production
- Maintains regular attendance and punctuality

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Knowledge of:

- Information technology practices, methods, principles and techniques relative to the application
- Internal operation and software interface capabilities
- Micro-computer hardware and software
- Programming, problem solving, block diagramming and flow charting
- Current office practices, procedures, and equipment
- Election Commission policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

### Skill in:

- Translating or expressing technical machine functions of electronic information technology systems into non-technical terms
- Performing equipment interfacing and network configurations
- Reasoning logically regarding operational aspects of election technology applications  
Documenting programs and maintaining records
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

### Ability to:

- Develop innovative methods to achieve desired results
- Establish and maintain effective working relationships
- Carry out instructions furnished in writing, oral or diagram form, and to produce desired outcomes timely and completely
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Manage projects and multiple priorities simultaneously
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality

## **SUPERVISORY RESPONSIBILITIES**

None

## **EDUCATION and/or EXPERIENCE**

Completion of a Bachelor's degree in Computer Science and one year of experience primarily in micro-computer set-up and operations; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work: Exerting up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Election Technology Coordinator position and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\*Management has the right to add or change these duties of the position at any time.