



JOB DESCRIPTION  
DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Voting Facility Coordinator  
**JOB NUMBER:** 8022  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 109

**POSITION SUMMARY**

Under immediate supervision; performs work of moderate difficulty assessing, surveying, securing and maintaining voting locations, warehouse and equipment; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for assessing, surveying, securing and maintaining voting locations, warehouse and equipment. Employees of this class perform various warehouse tasks such as preparing, storing, inventorying, testing, and distributing a variety of equipment, materials and supplies. Work is performed under the immediate direction of the Supervisor of Voting Facilities.

**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.

- Serves as secondary resource for Commission voting locations
- Assists the Supervisor of Voting Facilities
- Maintains voting location file
- Communicates with location contacts to secure locations
- Conducts site surveys of locations
- Ensure ADA compliance of all voting locations
- Communicates recommendations of location per election needs
- Assists in managing inventory of Early Voting equipment
- Assists in configuration and distribution for Early Voting equipment and materials
- Assists in conducting Early Voting Judge training
- Assists in management of office supplies at Wheaton warehouse
- Responsible for processing mail, maintaining mail equipment and tracking various mail accounts
- 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:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques

Skill in:

- Various office equipment; copier, facsimile, and scanning devices
- Microsoft Office software; Outlook, Word, and Excel

Ability to:

- Prioritize work
- Resolve conflict
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Interpret and apply policies, procedures, and guidelines
- Write and edit documents
- Maintain confidentiality
- Manage calendars
- 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

## **SUPERVISORY RESPONSIBILITIES**

None

## **EDUCATION and/or EXPERIENCE**

Completion of a High School Diploma or GED equivalent and one year of experience in warehousing, mailroom, a related service based environment; 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.

Light Work: Exerting up to 50 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls requires exertion of forces greater than for sedentary work.

## **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.

The work environment for this position occasionally includes working outside in extreme weather conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Illinois driver's license is required

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Voting Facility 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.