

Jennifer M. Kinsey



**Suwannee County
Supervisor of Elections
302 Pine Ave., SW
Live Oak, FL 32064
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www.SuwanneeVotes.com**

Job Announcement Voting Systems Coordinator

Date: June 28, 2021

Description:

This is a highly responsible supervisory and technical position in the Suwannee County Supervisor of Elections Office. The Voting Systems Coordinator supports all aspects of election technology, elections equipment and processes, including helping the Supervisor of Elections with ballot design, voting equipment preparation, testing and maintenance. Work requires the exercise of sound independent judgement and is performed under the general supervision of the Supervisor of Elections.

To perform this job successfully, an individual must exhibit excellent communication skills, demonstrate leadership ability and possess organizational proficiency.

Duties include, but are not limited to: oversee security of voting equipment, supervise and assist in preparation of all voting equipment, assist in election night reporting, help conduct training of temporary workers, help prepare election supplies, assigns voting equipment to polling locations, maintain records and reports of voting equipment, help set up Early Voting sites, help create training manuals, assist in testing performed prior to and after each election, must be able to lift and carry up to 35lbs, knowledge of securing and reporting grants.

Requirements:

Graduation from a college or university, or a minimum of five (5) years of experience in a staff or administrative capacity; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities to perform the job.

Salary: Commensurate with experience

Deadline: Open until job filled

The Suwannee County Supervisor of Elections is an "at will" employer, which means an employee may be terminated at any time and for any reason, with or without advance notice.