

In-Person Voting Site Manager Job Description

Election Worker Specialist \$20/hour

The role of a Site Manager is to manage the operations of an in-person voting location for the November Presidential General Election, including the training and supervision of staff while providing excellent service to a diverse voter population.

Requirements: The ideal candidate will be a team player, exhibit strong leadership, multi-tasking and training skills, professionalism, patience, flexibility, and integrity at all times. Site Managers will lead a staff in the operations of a fast-paced voting location using up-to-date election technology. Candidates must represent the Registrar of Voters in a professional/non-partisan manner.

Work Period: Site Managers are required to attend 5 days of a paid training program to learn to train staff on carrying out election processes and assist in the operation of a voting location. From September 28-November 2, Site Managers will work M-F 8am – 5pm and may be required to work in excess of eight hours and some weekend days during peak periods leading up to Election Day. November 3, Election Day, Site Managers are required to work from 5:30am – 10pm.

Management/Facilitation Responsibilities:

- Learn and remember important details of election procedures and accurately convey this information to staff
- Train election staff adhering to program guidelines
- Supervise up to 15 election staff at assigned election facility
- Handle and resolve difficult situations in a positive manner
- Demonstrate customer-service and line management skills
- Communicate effectively with staff, public, and management
- Perform daily procedures, policies, and supply responsibilities
- Ensure daily sign-in/out of staff
- Coordinate facility access with facility contact/management
- Direct the setup/teardown of facility supplies and equipment
- Exhibit keen attention to detail
- Read, write, and speak English (bilingual is a plus)
- Use of electronic election equipment/applications (i.e. tablet, laptop, ballot marking device, printers)

Professional Behaviors:

- Positive attitude
- Arrive at all scheduled assignments on time
- Accuracy, dependability, and display good judgement
- Ability to manage and work well within a diverse team while demonstrating supportive behavior
- Ability to provide guidance and give constructive feedback
- Willingness to perform other duties as needed and to work a flexible schedule that will include the weekend prior to Election Day
- Ensure health and safety practices are followed at the election facility

Physical Ability:

- Ability and willingness to help setup, take down, and clean up training/facility sites
- General safety practices with emphasis on proper and safe lifting techniques

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- Continual walking, standing, bending, simple grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 30 lbs.
- Continuous upward and downward flexion of the neck

If interested, please click [here](#) to apply