

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 ROMEO PLANK ROAD
CLINTON TOWNSHIP, MI 48038
www.clintontownship.com
Telephone: (586) 286-9342
Fax: (586) 263-8424**

February 20, 2019

JOB VACANCY

JOB TITLE: Election Coordinator
DEPARTMENT: Clerk's Office
SALARY: \$46,616 - \$52,247

GENERAL SUMMARY:

Under the general supervision of the Township Clerk and/or Deputy Clerk, this position assists the Clerk's Office relative to the administration of all Township, County, State and Federal elections held in the Township. In addition, this position maintains voter information and history, assists with a variety of election related duties and acts as a liaison with the Bureau of Elections. Also, performs related work as requested.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position coordinates the planning, organizing and overseeing of all election activities, including but not limited to the following: verifying signatures on local candidate petitions; ordering election supplies; maintaining and testing of election equipment; the set up and delivery of equipment to polling locations; storage of election night ballots and supplies; coordinates with the Department of Public Services regarding the utilization of employees for Election Day activities and destruction of election documents according to the State of Michigan Retention Schedule. Also, coordinates the following: maintenance, repair and set up of voting equipment and vehicle rentals and facility locations. As well as, acts as the liaison with the Bureau of Election Help Desk Staff and State QVF office, regarding troubleshooting hardware/software problems and/or concerns. Also, performs QVF upgrades and backs-up files. Analyzes election processes and procedures and provides recommendations to improve the process in terms of efficiency and ease of administration. In addition, assigns inspectors (as directed by the Township Clerk) to each precinct, including chairperson and co-chairperson and must proactively maintain knowledge of new State Election Law and the impact on Clerk's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires knowledge of commonly accepted practices in public relations, customer service, records/project management and general office operations and procedures. Applicant should have extensive knowledge of the (QVF) Qualified Voter File and Michigan State Election Law. Also, proficient knowledge of computers and electronic data management processing including word processing, excel and election software is required. In addition, applicant must have the ability and/or skills to do the following: work varied schedules, with skill to remain focused during interruptions and distractions, establish and maintain effective working relationships with co-workers, elected officials, supervisors and other Township departments, the public and outside companies and agencies.

EDUCATION AND EXPERIENCE:

This position requires an Associate's Degree, but a Bachelor's Degree is preferred. A minimum of 4 years QVF experience and Electronic Poll Book experience is required. Also, must maintain State of Michigan certifications.

PLEASE NOTE: Interested applicants must submit application to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, March 8, 2019. Successful completion of a Civil Service Examination is required and applicants must meet all requirements set forth in the Employees Civil Service Ordinance.