



CUYAHOGA COUNTY BOARD OF ELECTIONS

Inajo Davis Chappell
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Jeff Hastings
Member

David J. Wondolowski
Member

Robert S. Frost
Member

Pat McDonald
Director

Anthony W. Perlatti
Deputy Director

JOB DESCRIPTION CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Voting Location Manager **Stipend:** \$200.00

FUNCTION: The Voting Location Manager's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by providing Poll Workers with the necessary skills, materials and/or information to successfully conduct the election. Serves as technical resource and resolves issues and troubleshoots election equipment. Voting Location Managers must have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

RESPONSIBILITIES:

- Oversees activities within polling location
- Allocates human resources at polls to accommodate for absences on Election Day
- Serves as contact point with Board of Elections officials and makes mandatory calls to the Board of Elections
- Reports any missing supplies and/or Team Members to the Board of Elections
- Sets up and takes down the ADA Ballot Station
- Assists Poll Workers with setting up and taking down voting devices
- Assists Poll Workers with procedural questions and concerns
- Greets voters and assists in finding their correct Precinct and/or Polling Location
- Facilitates teamwork between poll workers.
- Effectively troubleshoots DS200s and Automarks
- Identifies and reports any difficulties or concerns
- Interacts effectively with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Performs all other duties assigned or delegated by the Manager and Assistant Manager of the Election Officials Department and accepts management directives in a positive manner
- Must attend a four (4) hour training session
- Adheres to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conducts business in accordance with Federal Election Guidelines, Title 35 of the Ohio Revised Code

ADDITIONAL REQUIREMENTS:

- **Must have valid driver's license and personal transportation**
- Ability to demonstrate excellent organizational and strategic planning skills
- Ability to maintain a professional attitude and appearance
- Ability to manage multiple tasks simultaneously
- Ability to lift approximately 35 pounds
- Ability to work Election Eve and Election Day

Equal Opportunity Employer: Smoke-free and Drug-free Workplace

