



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: STANDBY Voting Location Manager (VLM) **Pay:** \$100 if not sent to a polling location
\$230 if contacted & work Election Day

PRIMARY FUNCTION:

The Standby Voting Location Manager's primary function is to report to a Polling Location as needed to replace an absent VLM on Election Day.

A Voting Location Manager's main priority is to ensure that the Election Process is handled in an orderly, professional and lawful manner by providing their Precinct Election Officials with the necessary skills, materials and/or information to successfully conduct the election. Serve as a technical resource and resolve issues and troubleshoot election equipment. VLMs must have the ability to interact with individuals from various backgrounds and learning styles and possess good managerial and leadership skills.

RESPONSIBILITIES:

- Oversee all activities within the Polling Location
- Serve as Electronic Pollbook subject matter expert for your location
- Allocate human resources at the Polling Location to accommodate for absences on Election Day
- Assign duties and breaks to Precinct Election Officials within the location
- Be the contact point with Board of Elections officials and make mandatory calls to the BOE
- Report any missing supplies and/or Team Members to the Board of Elections
- Set up and take down the ADA Ballot Station
- Perform all other duties assigned or delegated by the staff of the Board of Elections
- Adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the BOE
- Conduct business in accordance with Federal Election Guidelines and Title 35 of the Ohio Revised Code

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress when confronted with tight deadlines
- Possess strong managerial and leadership skills
- Ability and willingness to delegate responsibilities and be the person in charge of your Polling Location
- Accept directives from Board of Elections staff in a positive and constructive manner
- Interact effectively with all Election Day team members

REQUIREMENTS:

- A valid driver's license and personal transportation
- Able and willing to travel throughout Cuyahoga County
- Attend and pass VLM Standby training
- Available by phone from 5:30 p.m. to 8:45 p.m. the Monday Night before Election Day
- Arrive at the BOE Warehouse, 3951 Perkins Avenue, Cleveland, OH 44103 at 5:15 a.m. on Election Day
- If you do not receive an assignment by 8:30 a.m., you will be released and paid \$100 for your service
- Report to your assigned Polling Location within 45 minutes if you are contacted to work on Election Day

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