



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Voting Location Manager (VLM)

Pay: \$200 per election

PRIMARY 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 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
- Ensure that the assigned location is prepared for voting by 6:30 a.m.
- 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
- Assist Precinct Election Officials with procedural questions and concerns
- Effectively troubleshoot DS200s (ballot scanning equipment) and the AutoMARK (ADA equipment)
- Accompanied by the Voting Location Deputy, take Election Day supplies for the polling location to the assigned drop-off location
- 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
- Attend a training session
- Provide a cell phone number, email address and resume
- Maintain a professional attitude and appearance
- Lift approximately 35 pounds
- Available to work Election Eve and Election Day
- A member of one of the two major political parties (Democrat or Republican)
- Must not have a felony conviction

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