



**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

Program Coordinator
(Unclassified)

Salary: \$48,557.10 - \$55,839.90
Pay Range: 8

Department: Election Support

Location: Cuyahoga County Board of Elections Warehouse
1890 East 40th Street
Cleveland, Ohio 44103

Reports to: Manager, Election Support
Hours: 8:30 a.m. – 4:30 p.m. Monday - Friday
(other hours as needed)

REQUIREMENTS: Bachelor's degree in Public Administration, Business Administration, or related field or an equivalent combination of education training and experience. Minimum 3 years related experience in Election Administration and staff supervision is preferred. In-depth knowledge of Microsoft Office suite specifically Excel, Word, Access, Outlook, and Visio. Crystal Reports 10 knowledge preferred. Must have valid driver's license and automobile insurance coverage.

RESPONSIBILITIES: The following duties are normal for this classification and should not to be construed as exclusive or all-inclusive: Prepares correspondence, reports, identification cards, labels, and other materials needed during the election cycle. Maintains the Access database and ensures transparency with DIMS. Must be able to accurately create large files using mail merge functions and statistical reports utilizing trend data. Coordinates location visits and verifies the completeness and accuracy of information provided by staff. Works cooperatively and collaboratively with other departments to achieve the goals and objectives of the agency. Researches ADA guidelines, laws, and directives. Actively participates in revisions of various Smartsheet platforms including the Task Calendar and Election Documents List. Updates, plans, and directs the completion of tasks assigned to the department and notifies management of potential issues. Executes the duties of the Project Manager as needed. Maintains professional relationships with public and private organizations doing business with the CCBOE. Ability to work independently and acquire/retain election specific knowledge each cycle. Verifies the eligibility of individuals proposed to work Election Day and/or night. Operates a variety of routine office machines, computers, and peripheral equipment. Performs other duties as assigned.

APPLICATION PROCEDURE: Applications and resumes can be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Posting Ends: Open Until Filled

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-3200. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: www.boe.cuyahogacounty.us

Posted: 04/19