



## ELECTION SERVICES ADMINISTRATOR

**Recruitment #1908-4027-001**

**List Type** Transfer/Promotional

**Requesting Department** ELECTION COMMISSION

**Open Date** 8/12/2019 12:00:00 PM

**Filing Deadline** 9/2/2019 11:59:00 PM

**HR Analyst** Deidre Steward

### INTRODUCTION

**\*THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY\***

### PURPOSE

The City of Milwaukee Election Commission submits and maintains voter registration, absentee ballot and other election-related data on Wisconsin's statewide voter database, known as the Statewide Voter Registration System (WISVOTE).

Under the direction of the Executive Director of the Election Commission, the Election Services Administrator supervises all staff using the WISVOTE system to maintain a thorough familiarity of all components of this system, and to provide oversight and institute quality assurance mechanisms ensuring the accuracy and timeliness of all data entered into the system.

### ESSENTIAL FUNCTIONS

- Serve as lead staff person to all functions relating to WISVOTE, the statewide voter registration and absentee balloting system, and MyVote, the statewide public portal for registering to vote or requesting an absentee ballot; Lead oversight includes data entry, data management, and report production.
- Develop best practices and quality control mechanisms to ensure the timeliness and accuracy of City of Milwaukee data in WISVOTE for each election and that procedures are cost efficient and comply with data entry, maintenance and reporting deadlines.
- Train, supervise, and routinely evaluate a temporary staff of WISVOTE data entry workers.
- Supervise the department's Absentee Ballot Coordinator position, ensuring all functions of absentee ballot voting and administration are compliant with the WISVOTE system, as well as federal and state statutory requirements.
- Network and work collaboratively with voting and community groups engaged in the voter registration process.
- With the assistance of the Absentee Ballot Coordinator, establish, maintain and enhance systems used to process absentee ballots at a Central Count location on Election Day, including training Central Count Staff on policies and procedures.
- Manage the record retention and scanning, indexing and committing of all voter registration and absentee ballot applications, as well as other documents and record; relating to WISVOTE data.
- Manage all state-mandated data review and purge processes as well as other pre-election and post election reporting requirements.
- Serve as department's liaison to the Wisconsin Election Commission's WISVOTE technical staff. Respond to public requests for data.

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## CONDITIONS OF EMPLOYMENT

- During periods leading up to high turnout elections (usually in the autumn of even-numbered years), early morning, evening or weekend work will be required.
- Hours of work on election day begin at 6:00 a.m. and end at approximately 9:30 p.m. Elections occur on two days in the odd-numbered years and on four days in the even-numbered years.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in political science, public administration, business administration or a closely related field from an accredited college or university.
2. Two years of professional project management, program coordination or staff management experience.
3. Valid Wisconsin driver's license at the time of appointment and throughout employment.

**Equivalent combinations of education and experience may also be considered.**

**IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.**

## DESIRABLE QUALIFICATIONS

- Experience with data management and software systems.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to learn and maintain knowledge of Wisconsin State Statutes Chapters 5-12.
- Ability to learn Statewide Voter Registration System and its use.
- Ability to acquire and maintain knowledge of the voter registration process.
- Ability to acquire and maintain knowledge of the absentee balloting process.
- Knowledge of adult learning principles and the ability to effectively conduct training.
- Planning, organizational, and project management skills to be able to accurately maintain a large volume of records, handle multiple assignments simultaneously, adjust to changing priorities, and complete assignments in a timely manner.
- Knowledge of customer service best practices.
- Leadership, supervisory, and training skills: ability to assign duties, set performance standards, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to coach and mentor direct reports.
- Ability to employ innovative approaches to meeting and resolving assignments and critical issues.
- Ability to establish and maintain effective working relationships with City officials, other employees and the general public.
- Proficiency using word processing software, spreadsheet, presentation, and database software.
- Ability to prepare written reports and other correspondence used for clear and concise communication of information.
- Ability to actively listen and communicate verbally and in writing with diverse groups of people including co-workers, election workers, citizens, elected officials and representatives from other government agencies.
- Ability to read and interpret election laws, rules, and regulations of considerable complexity and develop and implement policies and procedures to ensure compliance with such regulations.
- Interpersonal skills to effectively develop and maintain working relationships with culturally diverse individuals inside and outside the organization.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Ability to maintain confidentiality of restricted information.
- Ability to represent the department with professionalism, honesty, and integrity.
- Highly motivated, self-directed and well organized.
- Initiative, honesty and integrity.

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### CURRENT SALARY

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*Appointment will be made in accordance with the City of Milwaukee salary ordinance.*

### SELECTION PROCESS

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: an evaluation of related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Election Commission reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a

hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after **Monday, September 2, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the selection process at the time and place designated by the hiring authority.

**NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

## **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

## **CONCLUSION**

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

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