

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	June 23, 2022	<b>Posting Ends</b>	July 6, 2022
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<b>Position Title</b>	<b>MANAGER</b>
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<b>Department</b>	Election Office	<b>Division</b>	
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	850 State Ave
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**BRIEF JOB DESCRIPTION:** The Election Systems Manager is responsible for the management of over \$1,000,000 critical election infrastructure to include all voting machines and ballot scanners, electronic pollbooks, election management, and voter registration systems; ensures all repairs, maintenance, and upgrades of election systems are completed at the direction of the vendors and Election Commissioners; produces a variety of reports from all systems; responsible for work completed on all election systems and software; acts as tier 2 and/or 3 support for all election systems and software; trains supervisors, part time, and temporary employees on how to correctly use election systems and software; manages election systems and software vendors and engages them as necessary; ensures the interoperability of all election systems and data; works directly with the Election Commissioners to advise on how policy, process, and technology changes will affect election operations; creates, updates, and maintains standard operating procedures for all election systems and software. Oversees critical election functions specific to election systems and software; works directly with the Election Commissioners to setup and maintain specific election databases; assigns equipment for use during specific elections; creates ballot styles for specific elections across all systems; oversees and ensures statutory pre and post-election logic and accuracy testing is completed on all equipment; oversees and ensures all election results tabulation and enumeration occurs, including the oversight of special election boards; oversees and conducts post-election audits according to Kansas Statutes and at the direction of the Election Commissioners.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in a related field and five years of progressively responsible administrative experience in a public agency; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$5,167.07-\$7,165.60/mo.	<b>PI #</b>	6307	<b>Class. Code</b>	0402
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*  
EOE