

NOTICE OF JOB OPENING

--

Posting Begins	June 23, 2022	Posting Ends	July 6, 2022
-----------------------	---------------	---------------------	--------------

Position Title	PROGRAM COORDINATOR
-----------------------	----------------------------

Department	Election Office	Division	
-------------------	-----------------	-----------------	--

	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	850 State Avenue
-----------------------------	------------------

BRIEF JOB DESCRIPTION: Responsible for program coordination and recruiting, selecting, training, assignment, and retention of up to 800 volunteer election workers. Develop and execute aggressive recruitment plans to identify potential workers; select the best qualified applicants to fill all the required positions for 113 precincts as well as special boards, reserve, and emergency replacements; develop a training agenda which meets or exceeds the requirements of current election laws and standards for each election. Provide both basic and advanced training for election workers, individually, in small groups, or in large groups as may be required to support polling place election board requirements and in full compliance with election laws. Continuously revise and update training presentation and fully compliant with election laws and standards; revise and update the supervising judge, election worker, and vote center (satellite advance voting) manuals prior to every election to provide adequate descriptions of requirements and procedures for the election and for each election worker position as required by current Kansas Statue and Standards; prepare and mail worker appointment letters, notices, and newsletters; produce the poll agent badges to be used in each election; provide election worker budget cost information as required by Election Commissioner; provide pertinent dates and information for the election calendar as it relates to election workers and other assigned duties; obtain training and experience as needed to be the alternate Program Coordinator for the Election Voter Information System.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years minimum experience in comparable positions with equivalent levels of responsibility and authority is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Must have advanced level knowledge of Microsoft Office, including Word, PowerPoint, Excel, Publisher, Outlook and Access. Extremely good communication and interpersonal skills; Must possess ability to plan, coordinate, supervise, analyze and evaluate; prepare and maintain detailed data and information; recommending, implementing and enforcing policies and procedures; maintain the integrity of elections; Must possess a current Kansas Driver's License with no significant moving violations.

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

Salary Range	\$4,160.00 -\$5,564.00/mo.	PI #	6292	Class. Code	1417
---------------------	----------------------------	-------------	------	--------------------	------

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