



Department of Employee Relations
City Hall, Room 706
200 E. Wells St.
Milwaukee, WI 53202-3554



ELECTION SERVICES SPECIALIST

Election Commission

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Executive Director, Election Commission

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 (SVRS). The purpose of the Election Services Specialist position is to maintain a thorough familiarity with all components of this system and to provide oversight and institute quality assurance mechanisms to ensure the accuracy and timeliness of all data entered into the system.

ESSENTIAL FUNCTIONS:

- Maintain a comprehensive understanding of all functions relating to the Statewide Voter Registration System (SVRS), including data entry, data management, quality control and report production.
- Develop best practices and quality control mechanisms to ensure the timeliness and accuracy of City of Milwaukee data in SVRS.
- Administer data entry and management procedures that are cost-efficient and ensure the City's compliance with data entry, maintenance and reporting deadlines.
- Ensure the accuracy, completeness and availability of all SVRS data for each election.
- Train, supervise and routinely evaluate a temporary staff of SVRS data entry workers.
- Manage the record retention and scanning, indexing and committing of all voter registration and absentee ballot applications, as well as other documents and records relating to SVRS data.
- Manage all state-mandated data review and purge processes as well as other pre-election and post-election reporting requirements.
- Respond to public requests for data.
- Assist the Deputy Director in processing all open records requests related to SVRS data.
- Serve as department's liaison to Government Accountability Board's SVRS technical staff.
- Perform all other duties and special projects as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in business administration, accounting, information technology or a related field.

2. Three years of experience performing duties related to the above essential functions, including project management or program coordination experience and supervisory experience.
NOTE: Equivalent combinations of education and experience may be considered.
3. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of Wisconsin State Statutes Chapters 5 – 12
- Thorough knowledge of the voter registration and the absentee balloting processes
- Knowledge of the Statewide Voter Registration System and its use
- Skill in organizing large projects
- Planning, coordinating and time management skills
- Management and supervisory skills
- Excellent communication skills
- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff and other internal and external departments and agencies
- Ability to lead a team through all aspects of large projects
- Ability to work independently
- Ability to prepare written reports and other correspondence used for clear and concise communication of information
- Proficient in the use of Microsoft Office Suite and other computer applications
- Proficient with data management software and systems

CURRENT SALARY (2DN) is \$41,458 to \$58,037 annually with excellent benefits. Minimum recruitment rate is \$45,210.

SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written test, oral interview, or other assessment methods. The Election Commission reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make a hiring decision.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations, 200 E. Wells Street, Room 706, City Hall, Milwaukee, WI 53202-3554, by calling (414) 286-3751 or on-line at www.milwaukee.gov/jobs.

All completed applications, resumes, cover letters and transcripts must be returned to Mr. Neil Albrecht, Executive Director, Election Commission, 200 E. Wells Street, Room 501 City Hall, Milwaukee, WI 53202 no later than close of business **September 25, 2012**.

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