

PROGRAM SPECIALIST (BOARD OF ELECTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for performing specialized professional functions relative to a number of election activities, maintaining maps and other documents related to Assembly, Congressional and Senatorial election districts and the creation and/or alteration of election districts which are used for purposes of voter registration and voting, and training staff and other personnel to perform various elections functions. Responsibility involves independent action and discretion in dealing with the general public and municipal officials. Supervision is exercised over support and hourly staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and updates all election district maps and other documents in accordance with Sections 4-100, 4-102 and other sections of the New York State Election Law;

Performs a variety of professional election functions in areas such as: nominating petitions; ballot certification; election results; field investigations; responding to complaints or inquiries; review of internal and external publications, correspondence and manuals; etc.;

Recruits, assigns and conducts training for election inspectors and other election staff;

Develops and prepares instructional materials for training classes;

Develops and maintains spreadsheets for record-keeping purposes;

Reviews procedures and proposes methods to streamline operations and implement new procedures;

Provides information and responds to inquiries from candidates, press and the public, as needed;

Supervises election coordinators and inspectors;

May assist with information systems functions such as: maintenance of in-house personal computer applications, evaluation and integration of requests and requirements for automated systems, consult with staff from the department of Information Technology, provide training and technical assistance to in-house users, review user manuals and system applications, etc.;

May assist with the maintenance of personnel records, payroll documents and operating expenses;

May act as a liaison to state agencies, departments, boards, commissions and public and private sector representatives;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of State and Federal election laws and procedures; knowledge of organizational and administrative processes and techniques; knowledge of the laws, rules, and regulations governing voter registration and voting in New York State and Westchester County; knowledge of the use and operation of voting machines; ability to plan and supervise the work of subordinate personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to independently organize projects and work effectively with minimal direct supervision; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound judgment; initiative; resourcefulness; tact; courtesy; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of experience in a public service position performing staff support functions, one of which must have been in a Board of Elections

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to three years of the above stated general experience. There is no substitution for the one year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.