



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Elections Technology Coordinator	<b>Job Number</b>	655-Tech-091217
<b>Department Head</b>	Elections Administrator	<b>Date Open</b>	September 12, 2017
<b>Salary Range Minimum</b>	\$4,159.42 Monthly	<b>Application Deadline</b>	Until Filled

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In order to be considered for this job a completed Hays County Application form must be submitted to Hays County Human Resources via: Hand-deliver: 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666; OR Fax: 512-393-2227; OR Email: [kim.jeter@co.hays.tx.us](mailto:kim.jeter@co.hays.tx.us); Application forms are available at the Hays County website at [www.co.hays.tx.us](http://www.co.hays.tx.us) and can be found as a link within each job posting. Pre-printed forms are also available from the Hays County Human Resources department.

### **Education and/or Experience**

- Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work experience; OR,
- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Class C Driver's License.
- Must be a qualified voter of the state pursuant to Section 31.034 Election Code.
- May not be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or position in a political party pursuant to Section 31.035 Election Code.

### **Required Skill**

- [ Problem-solving and decision-making.
- [ Installation of hardware and software.
- [ Both verbal and written communication, including presentations and communicating technical issues in nontechnical language.
- [ Install, manage and monitor website, social media advertising and election software and hardware.
- [ Webpage Design and web administration (HTML, ASP, .NET)
- [ Troubleshoot software and hardware problems.
- [ Work independently and efficiently and as part of a team.
- [ Manage time well, perform multiple tasks and organize diverse activities.
- [ Translate policies and objectives into ideas and applications.
- [ Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- [ Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.
- [ Must have working knowledge of SQL database administration.
- [ Must have working knowledge of networks & remote connectivity (VPN)

### **Requisition Notes**

Maintains working knowledge of the Election Laws of the State of Texas, as well as working knowledge of the voting system and voter registration system used in Hays County. Assists in coordinating and monitoring voting equipment activities. Provide primary and secondary support of office computer technology which includes problem resolution, when needed. Creates manuals, procedures and budgets for work environment. Maintains, organizes and prepares the warehouse for elections. Experience in the preparation and delivery of presentations for the purpose of training. Will be expected to train staff, election workers and part time staff on voting equipment and software programs. Creates working schedules and equipment needs for part time staff and election delivery. Ability to support applications such as Word, Access, Excel, Outlook, PowerPoint and other required applications. Must possess excellent interpersonal communication skills and organizational skills. Performs other related duties as assigned. Supports a wide variety of different systems requiring extensive interchange of data. Assists in routine activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to learn and understand network needs and service requirements. Collaborates with Information Technology Department in planning and integrating user needs into countywide network structure.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.