

**The Board of Election announces a Contracted Position for the Lead Voting Technicians  
(Individuals or Business – 2 Persons/STX District & STT/STJ District)**

**Contract Amount negotiated based on experience**

**Applications/Resumes must be submitted by September 30, 2018**

**Please address Envelope to**

**Chairman of Board of Election**

**Drop Off Resumes – STT Election Office  
STX Election Office**

## **Lead Election Voting Machine Technician Job Description**

Coordinates election technology implementation and Voting Machine Technicians in the respective District- St. Croix and St. Thomas / St. John. Lead Election Voting Machine Technician responsible for the precise composition and layout of election ballots. Expertise is required in database and graphic design applications. Additionally, this position requires the accurate translation of election requirements to coded machine instructions. These coded instructions enable individual voter ballots to be accurately read and reported by sophisticated voting systems hardware. This position is also responsible for coordinating testing of election equipment prior to use on Election Day, leading preparation of election equipment prior to deployment to polling sites, and the coordination of support on Election Day for equipment and software.

### **Essential Duties and Responsibilities:**

- The organization, assembly, and maintenance of detailed customer production files in proprietary corporate database.
- The complete and accurate composition and layout of customer ballots.
- The complete and accurate translation of ballot layout to coded machine instructions.
- The provision of necessary diagnostics, training and on-going support to enable customer-managed development of electronic ballots using proprietary software products
- The facilitation of an efficient quality assurance / product proofing process to assure the complete and accurate capture of diverse ballot styles, their accurate layout and transmission to the customer and their zero-error translation to coded instructions.
- The ability to apply appropriate federal, state, and local election requirements and industry protocols to the layout, presentation, and organization of ballots and coded instructions prepared for voting systems hardware.
- The accurate production and transmission of electronic layout files to ensure vendor printers generate zero-defect ballot materials
- Lead the assembly / disassembly of election equipment
- Coordinate testing of election equipment prior to deployment
- Coordinate machine certification and testing with Board of Elections
- Train Election Voting Machine Technicians on proper election equipment usage and procedures
- Properly secure election equipment for transport to polling sites
- Coordinate the resolution of technical issues on Election Day
- Ensure the proper inventory, maintenance and operation of election equipment
- Liaise with election officials including the Supervisor and Deputy Supervisors of Elections and Board of Elections members to ensure proper translation of Virgin Islands Code requirements into election technology implementation
- Lead post-election tabulation and generate required results reports
- Other duties as assigned

## **Minimum Required Educational Experience**

- Bachelor of Science Degree in Computer/Technical related field
- Related professional experience may be substituted for the required education on a year for year basis.
- Six (6) years previous work experience
- Previous experience performing electronic voting machine service set-up, maintenance, repair or reporting

## **Requirements and Skills:**

- Must be a registered voter
- Computer hardware/software installation and maintenance
- Database administration
- Network administration
- Hub/Route hardware and project coordination
- Client/Server Configurations
- Advanced technical expertise; academic degree or formal training in Information Technology preferred
- Exceptional attention to detail
- Accuracy of data entry and quality of data product
- Well-developed skills in written, verbal, and interpersonal communication
- Ability to manage multiple, concurrent activities and prioritize a dynamic workload
- Ability to work with people with diverse technical skill set
- Strong management skills
- Ability to motivate others
- Self-motivated, self-starter, independent learner and thinker
- Dedicated and committed
- Time to serve
- Flexible schedule
- Team player