

# NOTICE OF JOB OPENING

## CITY OF LYNN

### RESIDENCY REQUIREMENTS ENFORCED

*Department:* **City Clerk/Election Department**

*Job Title:* **Election Coordinator**

*Vacancies:* **One Permanent Full-time**

*Civil Service:* **No**

*Union Eligible:* **AFL-CIO-CLC Local 261**

*Work hours:* **City Hall Hours**

*Salary:* \$41,898.37 (1<sup>st</sup> step)  
\$43,623.16 (2<sup>nd</sup> step)  
\$47,392.28 (3<sup>rd</sup> step)

Coordinates and undertakes tasks associated with Federal, State and Municipal Elections conducted in the City of Lynn. Works with vendors and city departments to schedule and set up polling locations for each election. Recruits, hires and schedules Poll Workers to cover each election. Assists with all aspects of the election process. Understands and can undertake all of the functions of the Election process in order to effectively assist citizens, candidates, board and commission members, vendors and city staff on the telephone, via email and at the office counter.

Duties include, but not limited to:

- Coordinates and staffs voter registration sessions throughout the year.
- Must have ability to learn and work independently on VRIS and to process downloads, new voters and interact with the Massachusetts Election Division.
- Is responsible to ensure that the yearly street listing is complete. Makes necessary purges of non-responsive residents and voters in a timely fashion.
- Works with vendors and city departments to schedule and set up polling locations and recruits, hires, schedules, trains and communicates with poll workers to cover each election.
- Prepares ballot test packs for Accuvote and Automark machines. Assists with testing of Accuvote and Automark and can make technical adjustments if necessary. Coordinates distribution of ballot transfer cases, Accuvote machines and Automark machines to precinct and polling place. Schedules machine maintenance and replenishes materials as needed.

- Organizes, prepares and packs election materials and supplies to be delivered to each polling place.
- Assists with preparation of all related election spreadsheets and precinct checklists, precinct books and materials. Includes preparation and set up for election night vote tallying results and preparation and reporting of election results for certification.
- Is responsible for traveling to and checking polling locations as needed for election set up and break down. Also may need to deliver ballots/equipment etc. to polling locations.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each element satisfactorily.

**EDUCATION and/or EXPERIENCE:** Associates preferred and/or knowledge of recording and office procedures and the operation of office equipment such as personal computers and computer software, data processing and/or word processing. Knowledge of Election and Government procedure helpful. Experience with posting information to the Web and how to create updates for the City Election website.

**LANGUAGE /COMMUNICATION SKILLS:** Ability to read and interpret documents such as reports and procedures manual. Ability to write reports and correspondence. Ability to present information effectively, to citizens, candidates and/or Election officers or employees of the City of Lynn. Must be able to communicate effectively with the public and possess telephone and email correspondence skills.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts including percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve and deal with a variety of concrete variables in situations where prescribed standard practices exist. Must be able to handle complaints both in person and on the phone with both empathy and understanding of the situation.

**PHYSICAL DEMANDS:** The physical demands described here represent those requirements that must be met by an employee to successfully perform the essential functions of this job. Employees must be able to climb a step ladder and lift 30 lbs.

**RESIDENCY REQUIREMENT:** Pursuant to the Lynn City Charter, Section 8-11, "Every person who is appointed to a city office, and every person who is employed on a permanent full time basis by the city, not a resident of the city at the time of such appointment or employment, shall within six months following such appointment or employment, establish his/her ordinary and usual place of residence within the city or such appointment or employment shall be deemed to be vacated or forfeited.

*Date of Posting:* **Monday, October 29, 2018**      *Closing Date:* **Friday, November 9, 2018**

Application and resume must be submitted to the Personnel Office, Room 412 in Lynn City Hall by the close of business (12:30 PM) on Friday, November 9th, 2018, or it will not be considered.

The City of Lynn is an Equal Opportunity/Affirmative Action Employer.