



# Technical Services Coordinator

## Position Description

December 2025

<b>Division:</b> Technical Services	<b>Department:</b> Technical Services
<b>Classification:</b> Non-Exempt	<b>Pay Grade:</b> 12

## Position Summary

The Technical Services Coordinator is responsible for coordinating maintenance/repair on all Supervisor of Elections (SOE) vehicles and operating equipment, managing deliveries and pickups of all election-related equipment and materials, and establishing chain of custody of all election-related equipment. This role is also responsible for providing ongoing administrative support to the Technical Services Department.

The Technical Services Coordinator reports to the Manager of Technical Services and assists with the training and supervision of temporary workers during election events.

## Skills And Qualifications

### Required:

- High School diploma/ possession of a GED certificate.
- Minimum of two years' experience in a position with clerical responsibility.
- Strong organizational skills with attention to detail and follow-up skills to keep projects moving to completion.
- Strong project management skills, including the ability to identify steps of a project, set deadlines, and guide cross-functional teams.
- Proficiency with Microsoft Office products, including advanced knowledge of spreadsheets, word processing, and the ability to learn new software programs.
- Prior experience analyzing/resolving system issues and communicating effectively with the management team.
- Prior experience in a position with rapidly changing priorities and deadlines.
- Prior experience training and supervising temporary workers.
- Valid driver's license and driving history that meets SOE driving standards.

### Preferred:

- Associate's degree, or higher education, in Business Administration, Information Systems, or another related field.

## Position Functions and Duties

- Manage and oversee delivery of voting equipment and supplies, including delivery of items for voter registration drives, school elections, and off-site presentations.
- Coordinate the loading and unloading of voting equipment and supplies.
- Coordinate the setting up rooms for poll worker training classes, special projects, and special events.
- Store, issue, and maintain election equipment in accordance with good warehousing practices.
- Operate and maintain power hand tools and warehouse equipment including, but not limited to: forklift, scissor lift, floor cleaning rider, table saw, floor strippers, pallet

- jacks, and dollies.
- Train and supervise temporary personnel in the proper loading and unloading of election materials and equipment.
- Manage SOE gas cards and maintain control of all SOE office keys and vehicle keys.
- Maintain the fueling and washing of SOE vehicles.
- Assist with the cleaning, preparation, maintenance, and inventory management of voting equipment and supplies.
- Assist with the organization and tidiness of the warehouse.
- Assist with the training of temporary staff to provide technical support at voting locations during an election event.
- Assist with special projects assigned by the Manager of Technical Services.
- Assist staff with the retrieval of boxes, paper, forms, and signs upon request.
- Assist staff with the packaging of voting equipment and other supplies into the SOE vehicles.
- Provide backup support for select functions and tasks, including annual inventory of county-tagged assets.
- Maintain detailed records and chain of custody for SOE tabulating equipment.
- Document and control equipment when it leaves SOE site for repair with a vendor.
- Communicate and collaborate effectively with all SOE divisions, temps, and vendors.
- Remain current on emerging technology that may benefit the SOE systems and users. Participate in new development, enhancement, and maintenance of systems.
- Ability to support and perform team members' duties, as needed.
- Perform all other duties as assigned.

## **Working Conditions**

The majority of the work is done indoors in a large warehouse with several distinct areas and loading docks. Some areas of the warehouse may have elevated temperatures with exposure to dust, dirt, and noise. Some work is performed in an office with consistent temperatures or outdoors in and around the facility. Various cleaning agents will be used in this position. This position also travels to and performs deliveries and scheduled maintenance of vehicles. It requires frequent contact and communication with internal SOE staff and SOE vendors.

This position requires full-time hours from Monday through Friday, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

## **Special Equipment**

Must possess working knowledge of office machines, equipment, and tools including but not limited to multi-line phone systems, computers, laptops, tablets, iPads, scanners, printers, forklift and scissor lifts, network tools, cameras, power hand tools, pallet jacks, election equipment, and company vehicles.

# Physical And Mental Demands

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reading	Carrying	Lifting (up to 50lbs)
Climbing	Crouching or Stooping	Pushing
Sitting	Twisting	Pulling
Focus for Extending Periods	Decision-Making	Grasping
Crawling	Driving	Reaching
	Hand-Eye Coordination	Bending
	Kneeling	Standing
		Walking