

DISTINGUISHING FEATURES OF THE CLASS: This position performs analytical, technical and administrative work in the support of computer based voting systems and in the planning, design and installation of new and existing computer systems. Work is performed under the direction of the Chief Information Officer with leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Sets up, organizes and maintains the County Voting System Training and Maintenance Center;

Initiates and oversees machine transport to and from polling sites;

Creates and maintains computerized tracking system showing every machine's assigned Polling Site, security chain of custody and condition at all times;

Creates and maintains computerized inventory of machine supplies and keep each machine fully stocked;

Establishes reporting system to document all technical issues and resolutions and to provide immediate updates upon request;

Performs Diagnostic and PreLat testing, including all Quarterly Tests & Reports;

Regularly troubleshoots to identify any machine problems, ie: electronic board failure, printer jams, low battery, etc.;

Replaces damaged or malfunctioning parts, including electronic boards, wheels, shocks, latches, actuator assemblies, doors, rods, switches, fuses and light bulbs;

Repairs connectivity problems of LCD to optical scan and Audio Tactile Interface;

Installs system hardware, software, and firmware updates;

Programs ballot styles using EMS software;

Demonstrates machine operation to election officials or poll workers as needed;

Creates and conducts thorough assessment reviews to determine each polling site's compliance with required accommodations for new voting machines, phone service, handicap accessibility;

Organizes distribution and set up of accessibility materials, including cones, call boxes, ramps, etc.;

Develops, assembles and presents training materials in a manner that can be easily comprehended as needed to conduct poll official training sessions.

Develops training programs and trains polling officials.

Assists in determining, developing and performing appropriate training methods based on current system research and needs assessments.;

Operates a variety of computer equipment and machinery;

Provides training for end users in the use of voting equipment and software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARAC-TERISTICS: Good knowledge of a large enterprise environment involved in the installation and routine maintenance of computer based systems and software; good knowledge of installation of peripheral equipment; good knowledge in testing and diagnosing electrical and mechanical systems; good knowledge of integrating in a network enterprise based on Microsoft

and TCP/IP protocols; good knowledge of the Microsoft Windows XP operating systems and Microsoft Office Professional suite of software products; ability to analyze and solve complex problems; working knowledge of the use of MS Windows based operating systems, computer hardware, inkjet printers, scanners, memory card programmers and memory media; ability to develop and monitor training programs and train individuals in the use of voting equipment and software; ability to develop effective working relationships; ability to plan and coordinate various activities between the municipalities and county; ability to express one's self clearly both verbally and in writing; ability to prepare written summaries and reports; ability to evaluate technology trends.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Computer Sciences, Computer Engineering or a related field and one (1) year experience in supporting computer hardware, software and electronic voting systems in a large enterprise environment; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Sciences, Computer Engineering or a related field and three (3) years experience in supporting computer hardware and software in a large enterprise environment, which shall have included at least one (1) year in the field of electronic voting systems support; or

- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as described in (A) and (B) above, which shall have included at least one (1) year in the field of electronic voting systems support; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

***SPECIAL NOTE:** Nationally recognized system certifications such as Microsoft A+ will be considered as meeting 3 months of experience; Microsoft Certified System Engineer (MCSE) will be considered meeting 1 year of experience and Cisco Certified Network Associate (CCNA) will be considered as meeting 2 years of experience.*

***SPECIAL REQUIREMENTS FOR APPOINTMENT:** Must possess and maintain a valid driver's license; ability to safely lift and carry fifty (50) pounds.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.