MONTGOMERY COUNTY JOB POSTING NOTICE

APPLCIATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT: Elections

JOB TITLE: Assistant Elections Programs Manager

JOB GRADE: 15

ANNUAL SALARY: $75,671.00 (not eligible for overtime pay)

LOCATION: Election Central

CIVIL SERVICE: No

SHIFT HOURS: Monday – Friday 8:00am – 5:00pm (Extended hours, weekends and holidays as needed)

SUBMIT APPLICATIONS: Montgomery County Human Resources Department

ADDRESS: 501 N. Thompson, Ste. 400 Conroe, TX 77301

PHONE: (936) 539 – 7886

FAX: (936) 788-8396

E-MAIL: jobs@mctx.org

WEBSITE: www.mctx.org

OFFICE HOURS: Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)

You must First take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

<table>
<thead>
<tr>
<th>Typing: 30 wpm</th>
<th>Admin: 75%</th>
<th>Math: 75%</th>
<th>Word: 75%</th>
<th>Excel: 75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Clerical Testing:</td>
<td>Send request by email to: <a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>Subject Line: Clerical Testing</td>
<td>Include in body of email: Last name, First name</td>
<td>WATCH YOUR EMAIL</td>
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<tr>
<td><em>Please allow up to 72 hours for human resource to respond</em></td>
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Education, Experience and Skill Requirements

- Must have a bachelor’s degree and five years of professional office experience, or high school diploma with an equivalent combination of education and progressively responsible office experience
- Must be a U.S citizen and Texas registered voter
- Excellent spelling and grammar skills
- Attention to detail and accuracy, including proofreading
- Must demonstrate an understanding of the Texas Election Code and have the ability to build rules into our in-house software accordingly
- Must demonstrate proficiency in multiple IDEs, Visual Studio, SSMS, Android Studio, BIDS and others
- Must be proficient at working with flat files both delimited and set column widths
- Must be able to produce software changes and new modules in an efficient manner
- Strong organizational, analytical and time management skills
- Strong problem solving skills recommending and implementing programs and procedures as necessary
- Ability to multi-task in a challenging environment with difficult deadlines and implement changes on short notice
- Ability to work independently and as an effective team member
- Professional communication skills, oral and written; diplomacy in working with groups of diverse individuals to resolve differences and to maintain good working relationships
- Must be reliable and able to handle heavy stress, work long, irregular hours, evenings, weekends, holidays and mandatory overtime for extended periods during election cycles
- Must have excellent customer service and supervisory experience
- Valid Texas driver's license required
- Physical requirements include lifting/carrying up to 35 lbs
- Must be able to travel occasionally

Primary Job Duties

- Support all areas of the Elections and Voter Registration managing software development, procedures and protocols
- Verify compliance with all applicable laws, policies, procedures, and guidelines
- Support ballot design, proofing, testing, tabulation, reporting and ballot security
- Supervise and assist with training on software, voting equipment, central counting station and other personnel training as needed
- Assign work and oversee efforts of employees and volunteers
- Assist with development and oversight of all departmental procedures and methods
- Assist with interpretation and implementation of laws and regulations pertaining to all areas of the department
- Create and maintain statistical reports in SQL Server Reporting Services
- Strategic project planning and production related project management
- Attend professional development seminars and professional association meetings
- Assume responsibilities of Elections Programs Manager during absence
- Assist in oversight of voting equipment preparation and inventory
- Assist in oversight of GIS duties verifying district, jurisdiction and street data is accurate
- Assist in oversight of programming, database and report development
- Assist in oversight of Voting Equipment preparation and inventory tracking
- Oversee SQL Server database performance tuning and backup management

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position Number: 4901-4143
Requisition No: 3271
Date Posted: 06-12-2023

Equal Employment Opportunity Employer