

## **Job Title: Elections Poll Manager**

Floyd County Board of Elections and Registration is responsible for planning and organizing elections, voter registration, and candidate services within the county. The department is comprised of elections, registration, and administrative sections.

### **EDUCATION/EXPERIENCE, LICENSES, KNOWLEDGE AND SKILLS, PHYSICAL REQUIREMENTS**

#### **Poll Manager Minimum Qualifications:**

- **Must be a U.S. Citizen and a resident of Floyd County;**
- **Poll Manager must be a registered voter in Floyd County;**
- Parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law or a candidate cannot serve as a poll official in any precinct where that candidate is listed on the ballot;
- Poll Official is not eligible to run for public office and cannot hold a public office;
- Must be capable of conducting fair and unbiased efficient elections;
- Must be able to lift at least 15 lbs. and maximum of 50 lbs;
- Will be required to attend an in person training class;
- Able to read, write and speak the English language;
- 16 years of age or older;

#### **Salary Information:**

- 200.00 Daily

#### **Work Hours:**

- You must report to your assigned polling location by 6:00am and remain until all voters have left and closing procedures are completed;
- At the polling locations, Election Days are approximately 14 hours day;
- You cannot leave the polling location during an Election Day;

#### **Essential Duties:**

- Ensures strict and rigid accountability of every ballot, all Official Election equipment and supplies;
- Transports paperwork and supplies to the Elections Office with one other election official;
- Serves as Chief Election Official at the poll Accessible to Assistant Managers and Clerks;
- Prior to each election, you must be able to pick up election supplies before Election Day;
- Coordinates and arranges the details for the setup of polling location with facility staff;
- Poll Manager is responsible for ensuring assigned staff complete all required training;
- Responsible for recruiting clerks and appointing one or two managers to assist you;
- Ability to recruit Poll Officials to operate poll and ensures that they are trained;
- Must have reliable transportation capable of carrying supplies for an election;
- Ensures that no Poll Official leaves the polling location while the poll is open;
- Notifies staff of in person training class dates and times;

- Picks up and returns election supplies as specified;