

SNOHOMISH COUNTY JOB DESCRIPTION

SYSTEMS ADMINISTRATOR - AUDITOR

Spec No. 3153

BASIC FUNCTION

To provide technical direction and support to the Auditor's Office regarding operation and maintenance of the computerized elections systems. To maintain and support accessible voting and ballot tabulation equipment. To maintain voting district data in the election systems and the county's geographic information system (GIS). To serve as an in-house computer and hardware advisor to employees of the Auditor's office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and monitors system programs to ensure the security and accuracy of the computerized process; maintains detailed records to prove and document required accuracy; supervises the preparation and distribution of a variety of reports.
2. Requests, stages and/or runs personal computer or server based production and batch jobs in accordance with required time-frames and informational requests.
3. Coordinates with Election Public Information Officer to integrate data from the voter registration system, the ballot printing system and the ballot tabulation system to finalize ballot layout.
4. Arranges and conducts the pre-election test runs verifying that all software and inputs are correct; produces pre and post election reports to be used by election division staff, the general public and other interested parties.
5. Maintains the Master Street Index in the election software; researches and resolves voter registration problems with addressing; researches and references recorded deeds, maps, Assessor's records and other sources to resolve issues.
6. Conducts research and data collection; interprets legal descriptions and updates/modifies GIS data to reflect current political and taxing district boundaries; designs, drafts and updates county wide district maps, and special purpose taxing district maps, and precinct maps to reflect changes in boundaries due to annexations, voter increases due to growth, district transfers, and creation of new districts, cities and towns.
7. Creates, composes, modifies and edits GIS spatial and attribute data according to prescribed specifications and procedures.
8. Maintains original archival files reflecting taxing district records and maps from material provided to the Auditor's Office by the districts; prepares required reports as directed.
9. Assists members of the public, candidates for office, other county departments and outside agencies in person, by phone and in writing as to changes in districts and other questions relating to precinct and special taxing jurisdiction boundaries.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Maintains computer applications for the Elections Division; coordinates the installation of new computer applications and enhancements/upgrades; coordinates problem resolution in existing applications.
11. Serves as liaison with Department of Information Services and outside contract vendors; recommends and oversees new programs and modification to existing programs; advises the divisions regarding the availability of computer technology.
12. Writes software utilities as necessary using software supported by the Department of Information Services and the Auditor's Office.
13. Maintains the ballot production software system and accessible voting equipment to meet state and federal certification requirements through a series of software and hardware installations.
14. Monitors and participates in the storing, repair, cleaning, and accountability of the accessible voting units.
15. Responsible for year end equipment inventory and reconciliation for the Auditor's Office.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in closely related field; AND, three (3) years of related experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience in elections functions desirable. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

Must acquire and maintain election administrator certification through Washington State Office of the Secretary of State within three (3) years of hire.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- federal and state election laws;
- general knowledge of software programs and applications used to register voters, track ballot materials and tabulate and report votes;
- MSSQL Network administration and data security functions;
- local government mapping requirements and standards;
- GIS concepts and automated mapping procedures;
- computer mapping software capabilities and operations;
- cartographic principles and drafting procedures;
- real property legal description terminology;
- Snohomish County approved software products;
- sensitive computer equipment inventory and storage methodology.

Ability to:

- analyze software applications to facilitate Elections Division processes;
- instruct others in the use of computers and election equipment;
- research, interpret and apply election laws, and election mapping principles, codes and procedures governing redistricting and mapping, interpret maps and property legal descriptions;
- read maps and maintain necessary mapping records and prepare required reports;
- use GIS hardware and software to input, manipulate or edit geographic data;
- use GIS hardware and software to produce maps and reports;
- operate computer equipment and programs;
- design utility databases;
- perform computer programming operations;
- research and stay current on computer technology supportive of Election Division operations;
- communicate effectively orally and in writing with technical and non-technical staff;
- establish and maintain effective working relationships with superiors, peers, associates and the general public;
- understand and execute complex oral and written instructions;
- service or upgrade computers and electronic and mechanical elections equipment;
- adjust processes and procedures to changing elections software accountability standards.

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SUPERVISION

The Systems Administrator receives administrative direction primarily from the Elections Supervisor and has wide latitude in dealing with technical aspects of the work. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

WORKING CONDITIONS

The majority of work performed is in the usual office environment; some work is performed in the computer operations room and the election distribution center.

The employee will be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1993
Revised: May 1995; May 2009; May 2011
Previous Spec No. 430377
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous