Wisconsin Elections Commission

Position Description
Program and Policy Chief
(Technology and Training Director)

A GPR-Funded Permanent Position
Position #007387

Position Summary

Under the general supervision of the Elections Commission Administrator, this position provides an array of executive-level policy, management and professional services to the Administrator, the Commission, and the Commission's team that manages agency information technology applications. This position will be responsible for the management of the team of Election Specialists and Trainers that supports the WisVote voter registration database and election management system. Team members are responsible for the continued development and maintenance of the system as well as providing customer support and training for existing and new users. This team also maintains additional existing information technology applications and evaluates potential projects in response to agency needs, emerging policies, programs and legislative initiatives. This position develops and coordinates policies and procedures, sets goal and performance objectives, and develops and implements program assessment tools for agency information technology initiatives in conjunction with the management team.

Duties and Responsibilities

40%

A. Provide leadership and direction to the internal team that supports agency information technology initiatives to prioritize tasks and ensure timely and strategic completion of agency initiatives

1. Direct and oversee the following tasks and responsibilities: Monitor and evaluate the effectiveness of information technology staff in implementing agency tasks and responsibilities. Prepare status reports and annual summaries. Recommend hiring of staff, evaluate performance and manage personnel issues

2. Plan, organize and supervise agency information technology development projects and serve as chief agency liaison with the Department of Administration, Division of Enterprise Technology.

3. Supervise the preparation of statistical and other informational reports prepared on behalf of the agency.

4. Direct activities of systems analysts, programmers and database administrators retained to assist in developing and updating the program applications of the agency's information technology system.

5. Identify program changes and updates in the agency's information technology system as necessary to meet the Board's statutory responsibilities in reporting and certifying election results.

6. Coordinate the evaluation and recommendations for enhancements to agency information technology system.

7. Review and recommend the updating of Memoranda of Agreements with the Department of Administration/Division of Enterprise Technology, the Department of Transportation, and the Department of Health Services.

25%
B. Identify, assess, recommend and develop election Policies, Programs and Legislative Initiatives

1. Research and review state and national election administration trends and issues, and make recommendations related to their implementation and effects.

2. Analyze existing laws and proposed legislation to determine impact on the administration and enforcement of election laws.

3. Assist in the preparation of fiscal estimates related to proposed legislation and responding to legislative inquiries.

25%
C. Serve as Integral Member of Agency's Management Team

1. Participate in agency management discussions and decision making. Make recommendations to the Administrator, management team and the Elections Commission.

2. Participate in hiring process for agency staff and provide mentoring and any required disciplinary processes.

3. Represent the agency in a variety of public settings and venues.

4. Complete other tasks as assigned by the Administrator or Elections Commission.

10%
D. Manage the Effectiveness of Special Projects on behalf of the Elections Commission

1. Develop a protocol for monitoring and evaluating the effectiveness of special projects and ad-hoc assignments as required by the Elections Commission Administrator.

2. Prepare status reports and annual summaries of activities, achievements and impacts under this section as required by the Elections Commission Administrator.

<u>Required Knowledge, Skills and Abilities</u>:

1. Considerable knowledge of the principles of information technology program development and management, and knowledge of software platforms, such as Microsoft Dynamics CRM

2. Working knowledge of election laws, administrative rules and basic policies, methods and procedures as they relate to election administration

3. Ability to provide leadership in a team setting, to plan, organize, and prioritize workloads, and to delegate effectively; strong analytical and strategic planning skills

4. Effective communication skills; ability to speak and write effectively

5. Ability to demonstrate initiative and independence in managing tasks, and completing or ensuring completion on-time

6. Ability to establish and maintain effective working relationships with fellow employees, administrative officials, election officials, other state agency officials, and the general public

7. Able to travel as required

8. Experience applying supervisory principles

9. Ability to plan, organize and prioritize workload

10. Strong analytical and strategic planning skills

Special Requirements

Must possess a valid Wisconsin driver license that is able to satisfy the Wisconsin Department of Administration's Risk Management requirements, or have the ability to provide one's own transportation