



# DATA REPORTING SUPERVISOR

## POSITION DESCRIPTION

MAY 2017

DEPARTMENT: INFORMATION SYSTEMS	
CLASSIFICATION: EXEMPT	PAY GRADE: 14

### POSITION SUMMARY

The Data Reporting Supervisor is responsible to develop and maintain precinct geography, street index data and voter analytics reports for the Orange County for the Supervisor of Elections (SOE).

The Data Reporting Supervisor reports to the Director, Information Systems and supervises the GIS Technician and Reports Developer positions, as well as temporary workers during election events.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Bachelor's Degree in Geography or related field
- Minimum of five years' experience in a position using geographical information systems to create, modify, and edit maps.
- Minimum of three years' experience in a position using SQL to design, create and modify reports.
- Minimum of three years' experience in a supervisory position
- Ability to interpret aerial photos and legal property descriptions
- Strong verbal communication skills with prior experience speaking in front of groups
- Past position working with projects from conception to completion with high degree of accuracy and attention to detail
- Proficient with Microsoft Office products including advanced knowledge of spreadsheets, database queries, word processing, and ability to learn new software programs
- Prior work experience in a position with rapidly changing priorities and deadlines
- Valid driver's license and driving history that meets SOE driving standards

#### PREFERRED:

- Master's degree in Geography related field or Public Information
- Prior Experience working with census data within a governmental agency
- Geographic Information Systems Professional certification

### POSITION FUNCTIONS AND DUTIES

- Supervise the maintenance of accurate and current Street Index System and Precinct Map, incorporating all changes resulting in actions of federal, state, county, and municipalities in Orange County; provide information to re-district and re-precinct as required by these changes.
- Oversee the maintenance and accuracy of GIS layers and SOE street index tables.
- Design and maintain district, precinct, and polling place map products and data as requested.
- Assist the US Census Bureau as the local liaison; develop, maintain and update precinct geography by US Census Blocks on the SUP street index, GIS mapping database, and GIS database layer.
- Research and document changes in precincts and district relationships; design new precinct boundaries as needed and report to the Florida Division of Elections.
- Supervising the design, maintenance, production and quality assurance of reports in support of office functions and as required by statute.
- Partner with Voter Services department to maintain current, legal residences and mailing addresses for voters; assist with resolution of issues utilizing the state voter database, the DMV, other counties, and the daily street problem log report.
- Provide supervision, guidance, and training to direct reports. Coach, develop, discipline, and recommend termination of employees as needed. Continually review staff workloads, schedules, project status, and results. Ensure all deadlines are met.

- Research and analyze voter data to predict trends in growth and voter turnout; create documentation to support precinct changes.
- Assist Elections Coordinators in locating polling places and maintaining the polling place list; Design maps and directions for polling places, providing directions in English and Spanish.
- Provide election support to other departments at SOE through creation of maps and signs, assist with proofing ballots, verification of election results, and support for any voter address problems and directions to polling places.
- Oversee the sample ballot, PLPR report and public records processes.
- Manage expenses, monitor trends, and make adjustments when necessary to meet budget guidelines. Make recommendations for annual budget.
- Align with upper management and all other departments to effectively communicate issues, procedures, and collaborate on solutions.
- Act as a representative of SOE for complex voter data, the US Census, and historic information at public hearings, federal, state and local government meetings, local redistricting committees and media outlets.
- Perform all other duties as assigned.

## WORKING CONDITIONS

The majority of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. Occasionally this role will require work in the warehouse, in which some areas may have elevated temperatures with exposure to dust, dirt and noise. This position will also work indoors and outdoors at public events. Requires regular and ongoing contact with the general public, businesses and government professionals.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice

## SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, printers, large format plotter, large high volume cutting machine, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Bending	Repetitive Wrist Motion
Pushing	Standing	Hand-Eye Coordination
Carrying	Twisting	Focus for Extending Periods
Climbing	Pulling	Hearing
Grasping	Walking	Sitting
	Moderate Lifting (up to 20 lbs)	Reading and Comprehending
	Reaching	Decision Making

*This description may not be all-inclusive and is subject to change at any time. All employees are expected to perform other duties as assigned and directed by management. Position description and duties may be modified whenever deemed appropriate. When applicable, Orange County Supervisor of Elections will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create an undue hardship.*

*Employment at Orange County Supervisor of Elections is at-will. This position description is not intended, nor should it be construed, to modify this employment-at-will relationship.*