

POLL WORKER RECRUITER / TRAINER

(Community Outreach Liaison)

THE PURPOSE: Coordinate the recruitment, hiring, training and assignment of poll workers for elections. Assist the Milwaukee Election Commission management team in continually improving the election process.

ESSENTIAL FUNCTIONS:

- Create a recruitment plan to ensure a diverse and highly qualified pool of poll workers. This program shall include the recruitment of high school and college students, an expansion of the “Adopt-A-Site” program, and gaining the support from major corporations in the City of Milwaukee.
- Conduct community outreach in the recruitment of poll workers, including the African American, Hispanic and Hmong communities.
- Create a training plan and training materials for poll workers. Train poll workers. Coordinate the use of training facilities with other City departments.
- Screen, interview and hire poll workers, including the establishment of minimum qualifications for all positions, the development of an interview and testing process and the selection of qualified individuals.
- Create a staffing plan for elections including all record keeping and operating procedures.
- Create and revise as necessary the job descriptions and requirements for all poll worker positions.
- Perform other duties or special projects as assigned.

NOTE: This position requires working a flexible schedule which includes occasional evening and weekend hours.

MINIMUM REQUIREMENTS:

1. Bachelor’s degree in human resources management, adult education, communications, public administration or related field from an accredited college or university.
2. Two years of experience performing duties related to this position, e.g., recruiting, hiring, placement, **and must have included preparing and conducting training programs.**
3. Experience in community outreach and working with diverse populations.
NOTE: Equivalent combinations of education and experience may also be considered.
4. Valid driver’s license at time of appointment and throughout employment.
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Strong research and project management skills.
- Strong interpersonal skills.
- Strong written and oral communication skills.
- Cultural sensitivity and ability to work with diverse populations and community groups.
- Proficiency with Word and Excel.
- Ability to work independently and be self-motivated.
- Ability to exercise sound political judgment.
- Ability to work in a high pressure environment.

THE CURRENT SALARY RANGE (04) IS: \$43,328 - \$60,657 annually.