MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT

DATE: **December 2, 2025**

DEPARTMENT: **Muskingum County Board of Elections**

POSITION TITLE: **Election IT Specialist**

STATUS: **Full Time (8:00 AM – 4:00 PM) ****
*****Note: Hours may vary, with some weekends/holidays during election schedule*****

SALARY: **$55,000 -- $85,000 annually (commensurate with experience)**

DEADLINE: **Open Until Position is Filled**

QUALIFICATIONS:

- **Associate or bachelor's degree in computer science, Information Technology, System Administration, or a closely related field preferred OR equivalent experience required**
- **System administration and IT certifications in Microsoft, or other network related fields are a plus**
- **Working knowledge of virtualization, Hyper-V, or equivalent preferred**
- **Strong knowledge of systems and networking software, hardware, and networking protocols**
- **Experience with scripting and automation tools**
- **Elections experience and cybersecurity experience preferred**
- **Knowledge of Ohio Revised Code, Sunshine Laws preferred**
- **Extensive experience in Microsoft 365 and other relevant programs**
- **Must be a self-starter, self-motivated, and detail-oriented**
- **Ability to lift up to 40 lbs.**
- **Pass all pre-employment screenings**

Please see attached position description for complete reference of duties and responsibilities. Additional flexibility in work hours as needed.

If interested, submit both a completed Application and Resume, either by mail, email or in person by the deadline to:

Muskingum County Board of Elections
Attn: Lindsay Peadon, Director
627 Market Street
Zanesville, OH 43701
Email: muskingu@ohiosos.gov
EOE

EMPLOYMENT APPLICATION IS AVAILABLE ON THE MUSKINGUM COUNTY WEBSITE:
www.muskingumcountyoh.gov

POSITION DESCRIPTION
Muskingum County

FLSA STATUS	Non-Exempt	REPORTS TO	Board, Director, Deputy Director
FLSA TYPE	n/a	DEPARTMENT	Board of Elections
CIVIL SERVICE STATUS	Unclassified	EMPLOYMENT	Full Time
HOURS	Monday – Friday 8:00 a.m. to 4:00 p.m. with extra hours required during election time		

DISTINGUISHING JOB CHARACTERISTICS

- The Election IT Specialist serves at the pleasure of the Board
- Full-time, salaried position
- 30-minute lunches, not paid
- 2 personal days per year (plus an additional day if 24 hours or less of sick time was used in the previous year)
- Earns sick and vacation time
- Must pass a pre-employment background check

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Maintain Election Management System including:

- Configure elections on the Election Management System
- Import Ballot Data from VR export
- Ballot layout, stub design, contest order, rotation, compliance with state directives
- Prepare ballot data for Ballot on Demand printing system

Work within the Voter Registration System:

- Maintain Elected Office updates and Elected Officials
- Work with County GIS to maintain Street and Road segments with proper zip code, school district, precincts and Municipal Annexations
- Interpret U.S. Census data to realign precincts following decennial re-districting
- Input data and retrieve reports from the Voter Registration System
- Build and maintain Microsoft Access reports

Coordinate Election Processes:

- Maintain voting equipment – troubleshoot and repair, request RMAs, track repair history
- Operate election equipment such as Electronic Pollbooks, Ballot Printing, Vote Tabulation, Ballot Scanning
- Train Election Day Rovers
- Perform Logic and Accuracy testing of all election equipment

Coordinate Precinct Election Workers (PEOs):

- Ensure that all precinct election officials are trained in accordance with federal and Ohio Secretary of State standards and regulations.
- Develop/update training materials including manuals, course outlines, and multimedia visual aids, tailored to the specific needs of the precinct election officials.
- Facilitate engaging and interactive training sessions, utilizing a variety of teaching techniques to accommodate different learning styles.
- Collaborate with Board of Elections Director and Deputy Director and subject matter experts to identify training needs and update training programs to address gaps in knowledge or skills.
- Assist with other Board of Election team members with pre- and post-election duties.

OTHER DUTIES AND RESPONSIBILITIES

- Responsible for the maintenance, configuration, and reliable operation of computer systems, servers, and Hyper-V virtualization.
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes.
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Provide documentation and technical specifications for planning and implementing new or upgrades of IT infrastructure
- Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Lead support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions
- Responsible for maintaining network standards as required by Secretary of State mandates and directives.
- Responsible for Cyber Security

EQUIPMENT OPERATED

Voting equipment including: ICP, ICE, and Electronic Pollbooks; driving box trucks as needed; maintain various servers

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

Lifting up to 40 lbs., pushing or pulling equipment

QUALIFICATIONS

Minimum Qualifications

- Associate or bachelor's degree in computer science, Information Technology, System Administration, or a closely related field preferred OR equivalent experience required
- System administration and IT certifications in Microsoft, or other network related fields are a plus
- Working knowledge of virtualization, Hyper-V, or equivalent preferred
- Strong knowledge of systems and networking software, hardware, and networking protocols
- Experience with scripting and automation tools
- Elections experience preferred
- Cybersecurity experience preferred
- Ohio Elections knowledge
- Ohio Revised Code knowledge
- Knowledge of Sunshine Laws
- Extensive experience in Microsoft 365 and other relevant programs
- Candidate must exhibit how they meet the minimum qualifications
- Must be a self-starter and self-motivated
- Detail-oriented

LICENSURE OR CERTIFICATION REQUIREMENTS

- Associate or bachelor's degree in computer science, Information Technology, System Administration, or a closely related field preferred, OR equivalent experience required
- System administration and IT certifications in Microsoft, or other network related fields are a plus

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.