



## PRECINCT PLANNING SPECIALIST

### **DEFINITION**

Under general supervision, maintains precinct and district maps and boundaries, maintains a street precinct guide, and records and processes annexations for elections-related purposes; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Registrar of Voters. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a fully qualified journey-level classification. Incumbents assist management in ensuring that the precinct street guide is maintained, and that annexations are recorded and processed for election-related purposes. Positions at this level apply specialized technical knowledge, perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Positions in this class receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Assists in the maintenance of boundary data on all voting jurisdictions in the County by legal descriptions and by maps.
- Assists in the consolidation of County precincts into voting precincts for each election.
- Upon the reapportionment of districts by the legislature, assists in the revision of County precincts.
- Assists in the assignment of addresses in newly developed or annexed areas to existing precincts or creates new precincts as appropriate.
- Assists in the preparation of detailed maps of precincts and district boundary changes, including those for submission to the California State Senate, the California State Assembly, and the California Secretary of State.
- Assists in the coordination and exchange of information on consolidation and mapping activities with other divisions, various districts, and the County.
- Assists in the review and maintenance of the Master Street File and Precinct District File.
- May designate and coordinate pick-up and receiving centers for the pick-up and return of ballots and supplies for elections.
- Identifies eligible voters in special districts in which district boundaries are not within precinct lines.
- Maintains a precinct map index.
- Reviews data processing printouts for accuracy and implements corrections.
- Assists the general public, political candidates, and other agencies with inquiries concerning political boundaries and election demographic data.
- May coordinate and troubleshoot election day and election night activities and workers.
- May assist with resolving voter and polling place-related problems and checking write-in votes on election nights.
- Researches, interprets, and applies election and related codes and regulations as they relate to

assignment.

- May serve as a liaison to outside agencies and the public; may provide support and interpretation of legal/technical procedures and regulations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Election processes as they relate to precinct boundary maintenance and polling place selections.
- The provisions of the United States Constitution; State of California Constitution; and the California elections, government, education, and other related codes, regulations, and requirements governing the conduct of elections and the provision of related services.
- Mapping and drafting techniques, including computerized mapping and drafting techniques and analysis.
- The terminology used for legal boundary descriptions.
- Principles, practices, and terminology of a variety of database and programming support work.
- Digitizing and data entry procedures.
- Principles and practices of cartographic production, drafting and design.
- Principles and methods of computer-aided design and graphic simulation.
- Automated mapping, spatial, and geographic information processing methods and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Read maps and interpret legal boundary descriptions.
- Draw accurate boundaries on maps.
- Using current computerized mapping technology effectively.
- Research, understand, interpret, and apply specific laws and ordinances, office policies, and procedures, including the United States Constitution, the State of California Constitution, and the California elections, government, education, and other related codes, regulations, and requirements governing the conduct of elections and the provisions of related services.
- Organize and deal logically with a variety of abstract data in determining the optimum configuration of County and voting precincts.
- Maintain multiple complex and interrelated data bases.
- Perform a variety of database and programming support work.
- Prepare correspondence, notes, and other written material.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform

a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to graduation from high school, supplemented by college-level coursework in geography, cartography, environmental studies, land surveying or planning, engineering, management information systems, or a related field and, one (1) year of experience working in an elections office or surveyor's office examining maps using PC or micro- or mini-computer system.

**Licenses and Certifications:**

- None required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various county meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work some evenings and weekends on an as-needed basis.