



7833 WALKER DRIVE, SUITE 630,  
GREENBELT, MD 20770

**Job No.:** WS-2010-1004  
**Position Title:** COUNTY TECHNICIAN  
**Announcement Date:** April 26, 2010

Wright Solutions, Inc. will be providing voting system support for the 2010 Maryland State Board of Elections. The State of Maryland has a uniform statewide voting system comprised of a Direct Recording Electronic (DRE) Touch Screen (TS) voting system for voting at polling places as well as a central-count Optical Scan (OS) voting system for absentee and provisional voting.

<b>Position Title:</b>	County Technician	<b>Travel:</b>	Yes
<b>Project/Class:</b>	State Board of Elections	<b>Location(s):</b>	Statewide
<b>Will Train Applicant(s):</b>	Training class provided		
<b>Position Summary</b>			
The County Technician provides hands-on technical support to the LBE eight weeks prior to and two weeks following a statewide election.			
<b>Education</b>			
A Bachelor's degree from an accredited college or university with a major in information technology or equivalent experience preferred. In addition, certification or other proof of training in the information technology field is highly desirable.			
<b>Experience</b>			
The County Technician will have at least four years of experience in information systems or a related field. It is desirable for the County Technician to have experience with election services.			

### Required Skills

A candidate for County Technician must have the following skills:

- Excellent written and oral communication skills;
- Excellent organizational and reporting skills;
- Minimum one year in IT or electronics industry;
- Good working knowledge of TCIP, LAN, and modems;
- Must be able to follow instructions;
- Must be able to work overtime and flexible hours, including weekends;
- Must be able to attend all training required, including some weekends;
- Must have a valid Driver's License and own a car;
- Must have a cell phone; and
- Must be able to lift up to 55 pounds.

### Essential Function(s)

The County Technician's primary responsibilities include the following:

- Manage the local installation of pollbooks, touchscreen voting units, optical scan voting units, and servers;
- Oversee acceptance testing of voting equipment for the deployment;
- Assist with ballot review and proofing activities;
- Help troubleshoot problems with pollbooks, touchscreen voting units, optical scan voting units, and servers throughout the election cycle;
- Support local boards in the delivery and return of voting equipment to polling places;
- Provide technical and logistical assistance for the local boards in carrying out Election Night operations;
- Assist local election officials as they conduct all phases of the canvass of the election results to include the absentee and provisional canvasses;
- Assist local election officials as they conduct post-election equipment maintenance;
- Serve as the liaison between the election judges, the LBE, the statewide help desk, and others in order to resolve issues and troubleshoot problems; and
- Provide required incident documentation.

### Administrative and Operating Procedures

The County Technician will observe the following operating and administrative protocols:

- Refrain from discussions of substantive project policy with SBE, LBEs, other election officials, or the media without approval of the Project Manager or Project Management Office;
- Hours of operation are determined by the LBE;
- Be available for work in excess of 40 hours per week, as required by the LBE. Report the necessity to work in excess of 40 hours to the PMO and obtain the appropriate authorization, in advance;
- Advise the Regional Manager in advance of planned activity including meetings with LBE;
- Attend LBE meetings and present reports and updates as required;
- Deliver a weekly status report that details work performed during the previous week; and
- Deliver a weekly timesheet that reflects all billable and non-billable time for the previous week.

### Dress Code

Wright Solutions Inc.

Job Description: County Technician

- The dress code is Business Attire:
- MEN: Blazers, suits, or sport coats (when appropriate for meetings outside the office), Dress slacks, Ties, Dress shirts with Buttons and collars, Dress shoes
- WOMEN: Dresses, Skirts, Dress slacks Blouses, Dress shoes, Sweaters