

Elections Administrator

Location: Bosque County, Meridian, TX

Employment Type: Full Time

Department: Elections Administrator's Office

Description: **SUMMARY**

This position is responsible for the conduct of all Federal, State and Local Elections. Other responsibilities include: ensuring all elections are conducted in compliance with state and federal laws and outcomes of elections are accurate; conducting audits of voter registration records; monitoring voter registration activities in compliance with state and federal laws. The Elections Administrator is responsible for ensuring voting processes maintain a high level of professional standards in order to earn and preserve public confidence in the election process. Must be able to travel when necessary for county business or job related schools. Must be able to work varied work schedule and hours in conjunction with associated elections.

SUPERVISION RECEIVED

Works under the general supervision of Elections Commission.

SUPERVISION EXERCISED

May supervise temporary workers and elections volunteers during scheduled elections.

Duties: **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves as County Elections Administrator and Voter Registrar.
Interprets and applies the provisions of the Texas Election Code to the county voting process.
Plans, directs, and administers the processing and maintenance of elections by Bosque County.
Prepares for each election by ordering ballots, precinct voting kits, and other supplies.
Oversees the preparation of computer equipment programming, voting machines, electronic poll books, election supplies, ballot cans, and sign as well as the preparation of various voter lists, review of information related to petitions, and related duties.
Conducts state mandated voting schools for all election judges annually.
Hires presiding and alternate judges for voting sites as well as early voting sites.
Remains abreast of changes in the Texas Election Code and other legislation that pertains to elections and communicates pertinent information to subordinate personnel.
Certifies election results to appropriate authorities.
Plans and analyzes each sponsored election in an effort to increase public confidence by keeping expenditures and errors to a minimum.
Plans and develops an annual budget for the Elections Administrator's Office and

ensures all expenditures are within allocated budget amounts.
Responsible for Chapter 19 and HAVA election contract funds.
Responsible for compliance with all Justice Department regulations and submissions, and responsible for maintaining an election related website to ensure timely and accurate election information.
Responsible for publication and posting of required notices.
Serve as the custodian of election records and filing agent for Candidate and Office holder Title 15 reports.
Works with media organizations to advertise polling locations and other information on behalf of the County.
Oversees contracts with jurisdictions for election services.
Responsible for negotiating and executing election or election equipment rental contracts between the County and other governmental entities, political subdivisions and political parties as well as administers such contracts and tracks and invoices expenses relating to such contracts and tracks payment.
Administers Open Records Act and Public Information Act laws related to elections.
Answer and route telephone calls, and greet and assist visitors and the public.

Voter Registrar Clerk:

Process and maintain voter registration applications
Process public request reports
Process official voter registration lists for elections
Set up and maintain elections
Process and maintain Chapter 19 funds
Maintain filing system
Maintain records for volunteer voter registrar deputies
Order inventory
Verify voter eligibility for election officials/judges on day of election

Regular and predictable attendance is an essential function of this position.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

Qualifications:

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Ideal candidate should have two (2) to four (4) years related experience in general office procedures and direct contact with the general public; basic level computer literacy, and working knowledge of Windows Office Suite. High school diploma or equivalent is required, Bachelor's degree preferred, or in lieu of degree, five (5) years' experience in a management position involving public contact, preferably in an elections office; or an equivalent combination of education and related experience is desirable. Must be a qualified voter of the State of Texas. Must be able to post a bond set by the Commissioners Court, not to exceed \$20,000. Must possess a valid Texas driver's license and be insured. May not be a candidate for public office or an office of a political party, hold a public office, or hold an office of or position in a political party

pursuant to the Election Code.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and comprehend a broad scope of legal documentation. Must be able to effectively communicate in written and oral form. Bi-lingual skills a plus but not required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES

Thorough knowledge of State and County election laws, regulations, policies and procedures; General office practices and procedures; General knowledge of county government organization and services; Record keeping and filing procedures; Perform computer processing and spreadsheet functions; Read and understand instructions; Analyze and interpret data; Maintain accurate records and files; Proper public contact and telephone etiquette; Spell and use correct grammar; Prioritize and schedule work to meet deadlines; Communicate effectively orally and in writing; Work independently in the absence of specific instructions; and Establish and maintain effective working relationships with the county employees, various political parties, local elected officials, school superintendents and residents of the county.

PHYSICAL DEMANDS

Must be willing/able to travel for work related activities and conferences. Must be physically able to operate a variety of machinery and equipment. Individual is regularly required to sit or stand for sustained periods while performing job duties. Frequently required to lift or move objects of up to 50 pounds, including, but not limited to election equipment, boxes and stacks of records. Flexibility in work processes is a must. Stressful situations are common for this position due to the deadlines and activities associated with elections activity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level in the work environment is usually moderate
- Office environment-exposed to occasional change in temperature
- Employee is occasionally exposed to extreme weather when setting up polling sites

SPECIAL CONDITIONS

Hours may vary and may include weekends, holidays and evenings. No vacation time is permitted during election season.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date