



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Supervisor, Bureau of Elections	PAY GRADE: 12
DEPARTMENT: County Clerk	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: County Clerk/Deputy County Clerk	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: n/a	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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APPROVED:  Department Head	8/19/11 Date
 Human Resources Director	8/24/11 Date

I. PURPOSE SUMMARY. Responsible for the services and activities of the Bureau of Elections division of the County Clerk's Office to administer the election process in compliance with state election law, codes, regulations, and local ordinances, and for the supervision of staff within the division.

II. ESSENTIAL DUTIES.

- A.** Assumes management responsibility for the staff of the division. Interviews and hires staff, trains staff on election process and law, plans and assigns work, appraises performance, rewards and disciplines employees, and addresses and resolves complaints and problems. Approves leave requests and oversees payroll timekeeping functions.
- B.** Is responsible for managing the processing of election data on state database system, preparing and verifying assignments and proper layout of voter ballots and polling sites, maintenance of street index database for correct precinct assignment of voters, delivery and pick-up of voting equipment, accurate tabulation and canvassing of in-person and absentee voter totals and submission of same to the Secretary of State, and providing elections services to the county, municipalities and school districts as required by state law
- C.** Performs specialized functions including:
 - 1. Attends and make presentations at County Commission and other meetings, as assigned.
 - 2. Responds to and resolves difficult and sensitive public inquiries and complaints.
 - 3. Prepares and presents a variety of reports and correspondence.
 - 4. Reviews and makes recommendations for improvements in the election process and management of the Bureau.
- D.** Reviews, makes recommendations and is responsible for expenditures on division budget. Participates in development and implementation of goals and objectives for the division.

III. ADDITIONAL DUTIES.

- 1. Perform other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor's degree or higher in Government, Public Administration or related field.

B. Experience. One (1) year of experience in an elections-related function, including working in a bureau of elections, directing an election campaign for public office, employment as a political campaign consultant, and/or working as a vendor of election equipment and supplies. Two (2) years of experience in supervision.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Must possess a valid unrestricted Drivers License. Must obtain a certificate as a Certified Voting Machine Technician issued by the Secretary of State within one year of hire and maintain the certificate.

F. Other. Post-offer background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: Principles and methods of elections management and retention and disposition of public records; Basic knowledge of budget preparation, control, and recordkeeping; Knowledge of supervisory practices.

Skill to: Operate personal computer to produce documents and spreadsheets, perform database operations, and conduct Internet research; Read, analyze, and apply state and local law ordinances and regulations, and technical writing skill.

Ability to: Work with culturally diverse population; Communicate effectively both orally and in writing; train employees; establish and maintain effective working relationships; work independently, and use considerable judgment in various situations and to take appropriate action while recognizing when it is necessary to refer to the Elected Official. Ability to communicate in Spanish is preferred.

2. FREEDOM TO ACT.

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items, driving an automobile.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. During elections, employee may be exposed to long working hours and job-induced mental stress and tension.

6. SUPERVISORY RESPONSIBILITY.

Has full supervisory authority to direct the services and activities of the division. In addition to the supervision of regular division staff, this includes oversight of numerous temporary election workers hired as necessary for elections.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date