



Elections Director

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 517
Supervisory: Yes
Reports to: County Clerk / Auditor

Summary

Under general direction of the County Clerk / Auditor, administers the Elections functions within the Clerk/Auditor department including: voter registration and service, electronic voting system, candidate services, and the full elections process for Utah County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedule and coordinate the work of personnel assigned to the elections staff; provide training and ensure work is completed accurately and efficiently; monitor performance and provide input for performance appraisals and staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
2. Plan, direct and oversee the preparation and conduct of all elections for which the County has responsibility; implement policy established by the County Clerk / Auditor and direct the program and service delivery of the division in accordance with that policy; review and approve ballot text and format; oversee the processing of voter registration forms, voter data requests, Certificate of Election, and other materials and ensures accuracy and completeness; make additions and resolve discrepancies.
3. Oversee and maintain County electronic voting system; prepare bid specifications for election equipment and related services; evaluate systems regularly to identify problems and make recommendations for improvements; develop and update procedures for storing, testing, and transporting equipment; maintain inventory of voting equipment; ensure proper storage (humidity, temperature, etc.); ensure pre-election and post-election testing of voting machines to ensure proper functionality; coordinate programming needs with Information Systems and GIS department(s).
4. Develop and administer the division budget with the County Clerk / Auditor and oversee expenditures and management of the budget to meet program goals and objectives; prepare and submit grants for state and federal funds.

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Job Code: 1225
Job Title: Elections Director
FLSA: Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Director

5. Monitor elections supplies inventory; compile data and prepare reports identifying elections supplies needed; order and receive elections supplies; work closely with designated vendors when ordering election related supplies and inventory ensuring accuracy and compliance with Utah Code, County Purchasing Policies, and cost-effective strategies that consider both cost and quality.
6. Manage organization and storage of elections supplies and equipment (voting machines, ballots, ballot boxes, etc.); coordinate distribution and retrieval of voting supplies and equipment (voting machines, ballot boxes, elections ballots, etc.) to/from appropriate locations.
7. Coordinate Election Day activities and work flow with election staff and poll workers; oversee recruitment of poll workers and ensure poll workers are properly trained on voting procedures and on operating voting equipment; coordinate compliance with Section 203 of the Voting Rights Act by the County in the conduct of its elections.
8. Manage Utah County primary, general and other required elections; coordinate the preparation and conducting of contracted election services for municipalities and special districts; ensure compliance with all state and federal elections laws.
9. Prepare all election-related correspondence including information for poll workers, candidates, State Elections office, political parties, polling location, and voters; develop poll worker training curriculum; provide election education training materials; coordinate and conduct training for Registration Agents and Elections Judges in compliance with Utah Code.
10. Write, update, and implement policies and procedures for the County elections process; ensure office policies and procedures relating to voter registration and election process are in compliance with federal and state code; direct the development and revision of forms and schedules; draft and present proposed statutory changes to the Election Code; interpret, clarify, and explain County policies and procedures and related state and federal laws and regulations.
11. Compile statistical data and prepare related reports and recommendations; determine data processing and programming needs and ensure the development and implementation of automated programs necessary for the efficient and successful conduct of elections.
12. Appear before and work with legislative committees, political parties, citizen groups, media, and individual voters to explain election procedures, processes and other related matters; prepare and publish election notices; respond to public concerns and issues regarding polling locations.
13. Oversee and direct disaster preparation and continuity of operation plan.
14. Represents the Clerk/Auditor at various meetings on matters pertaining to elections services.

Knowledge, Skills, and Abilities

- Thorough knowledge of applicable Federal, State, and Local laws, rules and regulations governing the conduct of elections
- Knowledge of the philosophy of elections, democratic principles, governmental structure, and concepts of representative government
- Knowledge of communication principles, methods and techniques as well as continuous improvement principles and customer service best practices

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- Knowledge of best election practices and processes in conducting elections
- Knowledge of the sequence of election events
- Knowledge of the Utah County election voting precincts
- Knowledge of motor vehicle laws as they pertain to voter registration
- Knowledge of voting systems, their application, and machine storage and maintenance
- Knowledge of laws, codes, regulations, and processes related to administering elections
- Knowledge of the basic principles and practices of budget development and administration and general and fund accounting
- Skilled in reading, writing, and accounting
- Skilled in word processing and basic computer programs
- Skilled in creating spreadsheets
- Skilled in document composition
- Ability to communicate effectively verbally and in writing
- Ability to motivate and effectively supervise others

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to forty (40) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Frequent evening and weekend work may be required during an election cycle, with occasional evening and weekend work required at other times, as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to fifteen (15) percent.

Required Education and Experience

1. Bachelor's degree from an accredited college or university in Political Sciences, Business Administration, Public Administration, or other closely related field.
2. Five (5) years of increasingly responsible elections management experience of which at least two (2) years must have been in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.
4. Education may not be substituted for the required supervisory experience.

Preferred Education and Experience

1. Preference may be given to applicants with Certified Election Registration Administrator (CERA) certification.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants who do not possess Certified Election Registration Administrator (CERA) certification may be required to obtain said certification within three (3) years of hire date.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

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Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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