



# Voter Information and Community Outreach Coordinator

## Job Description

Department: Clerk/Auditor  
Position: Career Service  
Grade: 508  
Supervisory: No  
Reports to: Elections Director

### Summary

Under the general guidance and direction of the Elections Director, prepares, circulates, and manages press releases and content for media outlets, including local, national, and social media. Coordinates and prepares media responses and coordinates with local universities and community organizations to increase voter education and improve voter engagement. Plans and executes community engagement events. Updates elections website to provide accurate information to the public. Serves as a project manager for major projects in the Elections Office and coordinates scheduling for major Elections Office deadlines. Tracks and maintains budget expenditures for the office and maintains a record of expenses.

### Essential Functions

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

1. Draft and prepare press releases for approval; when approved, issue press releases to local and national media outlets regarding elections projects and elections results; provide responses to media inquiries on behalf of County Clerk/Auditor when authorized.
2. Create a social media engagement plan to increase voter education and voter engagement; create social media content and respond to the community via social media, as needed.
3. Coordinate community outreach for the Utah County Elections Office; provide voters with the necessary information to participate in vote-by-mail and other methods.
4. Assist the Elections Director and County Clerk/Auditor in project management; prepare project management plans, track deadlines, and support elections staff with meeting project goals.
5. Coordinate scheduling with Elections Supervisor for special projects; assist in ensuring that peak work times are sufficiently staffed.
6. Arrange travel plans for Elections Director and County Clerk/Auditor, as needed.
7. Maintain record of invoices and upcoming expenses; request necessary budget transfers and prepare payment in the County finance system; track annual expenses, ensuring that funds are

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Job Title: Voter Information and Community Outreach Coordinator

FLSA: Non-Exempt

Effective Date: 1/21/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- available for anticipated expenses; monitor contract expiration dates and assist the Elections Director in all purchasing needs for Elections office; submit budget transfers as needed.
8. Plan and execute community engagement events with local universities and organizations to increase voter education and voter engagement.
  9. Research, prepare, write, and submit grant applications to local and national organizations; ensure grant requirements are fulfilled under the supervision of the Elections Director.
  10. Review and maintain accurate content on county elections website; ensure deadlines are posted well in advance, update content for upcoming elections, and ensure that county elections website complies with state code.
  11. Perform all functions and tasks of a deputy clerk and/or elections specialist as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of general organization and functions of county government
- Knowledge of county ordinances, state code, and other laws and regulations pertaining to legal notices, execution of contracts, and record access and retention
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment and various recording and transcription equipment
- Skilled in taking and transcribing minutes
- Skilled in word processing and data entry
- Skilled in public relations
- Ability to communicate effectively verbally and in writing with a high standard of professionalism
- Ability to coordinate media inquiries with the County Clerk/Auditor and the Elections Director
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to maintain confidentiality of sensitive records and information
- Ability to create and maintain record keeping, filing systems, and other work processes
- Ability to type accurate and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but 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. This job requires frequent contact with the

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public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 regularly sits at a desk or table and is regularly required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and occasionally lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week 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. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's Degree in Business, Political Sciences, Marketing, Communications, or similar field.
2. Two (2) years of work experience related to elections, project management, public relations and/or social media.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with an associate degree or higher in a related field.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
3. Preference for Certified Election Registration Administrator (CERA) certification.

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**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 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:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

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