FULTON COUNTY / JOB VACANCY 2/25/14  
PERSONNEL DEPARTMENT (404-613-6700)  
141 PRYOR STREET, SUITE 3030, ATLANTA, GA 30303  
COMPETITIVE JOB ANNOUNCEMENT 14-047

ADMINISTRATIVE COORDINATOR - ELECTIONS  
TITLE CODE: 0596

SET SALARY: $61,814

UNCLASSIFIED POSITION IN REGISTRATION AND ELECTIONS

QUALIFICATIONS:
BACHELOR’S DEGREE IN PUBLIC OR BUSINESS ADMINISTRATION, OR A RELATED FIELD; AND FIVE (5) YEARS OF PROGRESSIVELY RESPONSIBLE ADMINISTRATIVE EXPERIENCE INVOLVING MAKING DECISIONS, PROVIDING ISSUES ANALYSES AND RECOMMENDATIONS OR A RELATED AREA, INCLUDING FOUR (4) YEARS OF EXPERIENCE PROVIDING EXECUTIVE LEVEL SUPPORT TO SR. MANAGEMENT AND/OR PUBLIC OFFICIALS (ELECTED OR APPOINTED) AND THREE (3) YEARS OF SUPERVISORY EXPERIENCE.

LICENSING REQUIREMENTS:
VALID STATE OF GEORGIA DRIVER’S LICENSE OR PROOF OF MOBILITY EQUIVALENT MAY BE REQUESTED.

EXAMINATION:
The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

TO APPLY:
ONLINE APPLICATION WHICH IS AVAILABLE ON THE COUNTY’S WEB PAGE AT WWW.FULTONCOUNTYGA.GOV AND COMPLETED FULTON COUNTY APPLICATION FORMS WILL BE ACCEPTED AT THE PERSONNEL DEPARTMENT. (ADDRESS ABOVE) APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER APPLICATIONS HAVE BEEN RECEIVED BY THE PERSONNEL DEPARTMENT.

CLOSING DATE:
MARCH 6, 2014

IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, GENETICS, DISABILITY OR SEXUAL ORIENTATION.

JOB SUMMARY/DISTINGUISHING CHARACTERISTICS/ESSENTIAL DUTIES (REPRESENTATIVE SAMPLE)/KNOWLEDGE AND SKILLS:
This position requires the person to assist with management and supervision of the staff and all election related activities within the Elections Division of the Department of Registration and Elections. The person is required to attend meetings and prepare complex reports. This position reviews new laws affecting elections and develops new poll procedures; supervises, directs and evaluates assigned staff, handles employee concerns and problems, directs work, counsels, recommends disciplinary action and completes employee performance appraisals; reviews poll evaluation reports and makes recommendations to Elections Chief of appropriate actions to rectify unsatisfactory situations; prepares, completes and maintains special projects as directed by the Elections Chief. This position supervises securing of polling place facility locations, the coordination of poll worker/election worker training; preparation of the poll worker manual and curriculum for use in training classes and for dissemination to poll workers; and supervises coordination of the conduct of demonstrations of the direct electronic voting equipment to community organizations and the general public. This position supervises all aspects of the preparation of election media and voting equipment. Coordinates the collection of geographical information and prepares maps in support of reapportionment activities, annexation and precinct boundary line changes. Assists with planning, forecasting and preparation of elections budgets. Represents department at various meetings, conferences, workshops, etc. The duties of this position require specialized technical, organizational and analytical skills at entry.
This is a stand-alone classification which does not fit within a classification series.

Supervises and directs assigned staff; advises employees and the general public on various election procedures and activities; provide training to temporary employees; advise subordinates of change in office operations; provides information and advice concerning election services rendered and related office functions; supervises functions of poll worker recruitment and assignment; supervises functions of voting equipment maintenance and preparation; assists Elections Chief with planning, development and implementation of poll and election worker educational training programs. Performs high level election work requiring experience and judgment in applying personnel and election policies; performs specific tasks or assignments of unusual or sensitive nature and maintains a close and highly responsive relationship to the day-to-day activities of the Elections Chief; assists with the planning, forecasting, preparation and maintenance of election budgets for assigned area (i.e. prepares projections). Counsels with division chief regarding county policies and procedures, administrative and procedural problems and laws, rules and regulations governing the conduct of elections; develop and implement technical procedures and forms to enhance efficiency. Analyzes, develops and implements system enhancements. Aids in administering the analysis, development and implementation of data processing systems. Conducts surveys, research, fact finding investigations and analyzes data. Prepares reports and make conclusions and recommendations.

Principles and practices of public or business administration; principles and practices of planning, developing, implementing, and administering policies and procedures; knowledge of election procedures; research and statistical analysis methods and techniques; knowledge of budget management; various computer software programs; office practices and procedures of Fulton County.

Computer skills: i.e. access, excel, and database management; plan, organize and assign tasks; handling multiple assignments and projects to meet deadlines; editing and proofreading; developing effective written materials, such as manuals, handbooks and newsletter; excellent communication, interpersonal and conceptual techniques sufficient enough to exchange or convey information and to receive work direction; handling sensitive and non-routine tasks; scheduling and calendar planning assessment techniques; evaluating effectiveness of election worker program; ability to interpret Federal, State & Local laws relating to elections; ability to interpret laws, rules and regulations governing the registration of voters; developing collaborative relationships with governmental and community agencies; providing leadership and direction to others; report preparation that includes clear, sound, accurate, information, including effective conclusions recommendations; establishing and maintaining effective working relationship with high ranking officials, county personnel and general public; working independently with minimum supervision and guidance; handling differing situations, problems and deviations in the operation of the Elections Division according to the division chiefs general instructions, priorities, duties, policies and goals; applying judgment and initiative to interpret and adapt guidelines and laws, including unwritten policies, precedents and practices which are not always completely applicable to the changing situation; composition of correspondence on own initiative about election related matters and general office policies for division chief’s approval; anticipation and preparation of materials needed by the division chief for meeting, conferences, etc. planning and developing budgets related to assigned area; collecting routine information from the files and/or assigned staff for routine reports or inquiries; public speaking and conducting effective presentations and group facilitation, conducting elections and assigning voting districts.