Position Title: ELECTIONS ADMINISTRATOR
(Reposted with New Requirements)
Department: County Administrator

An Equal Opportunity Employer

SALARY
$3,283.96 - $3,612.36 Biweekly

ISSUE DATE: 02/05/14

FINAL FILING DATE: Continuous

THE POSITION

The County Elections Administrator shall perform the duties and functions of the Voter Registrar; the duties and functions placed on the County Clerk by the Election Code or by statutes outside the Election Code.

Provides executive strategic and tactical direction and support to directors, managers, and supervisors in the operations of their department or division. This level of support and direction is achieved by delegating and/or reviewing the management of work assignments, service delivery, resources provided, and budget required; ensuring the training, evaluation and personal development of their employees; handling difficult problems; managing the development, implementation, and oversight of applicable unit products and services; monitoring department resources; and ensuring compliance with policies and laws.

Posting may close at any time.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Performs visioning and implementation tasks at a higher level of organizational responsibility that may have a more significant financial or policy impact than actions/tasks of lower level positions.
2. Directly responsible for the management of employees within the department.
3. Conducts management analysis or problem solving of issues affecting the department.
4. Assesses the effectiveness of service delivery methods, identifies opportunities for improving service, and implements improvements.
5. Oversees the activities of managers and supervisors in the performance of the managerial functions of planning, organizing, prioritizing projects and tasks, acquiring and assigning staff, coordinating, reviewing, and controlling the department so that it is in full compliance with existing goals for achieving short and long term goals.
6. Maintains a good working relationship with other agencies, county, state, and federal departments and keeps staff and supervisors informed of joint ventures/resources.
7. Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.
8. Interprets and applies the Texas Election Code provisions to election process procedures.
9. Serves as the custodian of election records and filing agent for Candidate and Office holder Title 15 reports.
10. Acts as service provider for Election Services contracts for political subdivisions within the County.
11. Takes appropriate action to protect the voting rights of all County citizens.
12. Attends various committee meetings and may represent the County on local boards.
13. Administers and supervises division and personnel matters which include hiring, termination, employee review and evaluation, motivation, recommending pay increases or actions, approving leaves, new hire training, and recommending continuing education opportunities available for staff.
14. Supervises personnel matters including disciplinary actions and resolving departmental employee disputes.
15. Acts as a resource for staff questions regarding customer, client or citizen issues, policies, etc.
16. Directs of the development and administration of the department or division's annual budget, including capital and fixed cost expenditures. Monitors costs and staffing levels, equipment, materials and supplies. Monitors and approves expenditures as well as implementing cost savings programs.
17. Maintains knowledge of skills, processes and best practices in the area of responsibility.
18. Performs all other related duties involved in the operation of the business as assigned or required.

**MINIMUM REQUIREMENTS**

**NOTE:** YOU MUST FILL OUT THE WORK HISTORY and EDUCATION SECTIONS OF APPLICATION TO SHOW YOU HAVE YEARS OF EXPERIENCE/EDUCATION AS REQUIRED BY HIRING DEPARTMENT OR BE DISQUALIFIED.

TO APPLY, must have a Bachelor's degree or higher + Six (6) full-time years of related progressive managerial work experience, including four (4) years of experience in an elections related area.

OR

TO APPLY, must have an Associate's degree or higher + Eight (8) full-time years of related progressive managerial work experience, including four (4) years of experience in an elections related area.

OR

TO APPLY, must have a High School diploma or GED + Ten (10) full-time years of related
progressive managerial work experience, including four (4) years of experience in an elections related area.

Must be a registered voter of the state (Sec. 31.034 Election Code). (Note: You may apply if currently out-of-state and not a registered voter in Texas)

May not be a candidate for public office, hold a public office, or hold an office or position in a political party. Other restrictions apply. (See Sec. 30.035 of the Election Code).

Expert knowledge of concepts, practices and procedures of department and related functional areas is expected from the incumbent.

If hired, must provide proof of educational attainment at New Hire Processing or during the promotional process.

Tarrant County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS** While performing the duties of this position, the incumbent is regularly required to walk, sit, stand, bend, stoop, grasp, lift and reach. Stressful situations are common for this position due to the deadlines and activities associated with elections activity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.tarrantcounty.com
OR
100 E. Weatherford Suite 301,
Fort Worth, TX 76196-0105

EXAM #03537
ELECTIONS ADMINISTRATOR (REPOSTED WITH NEW REQUIREMENTS)
SG
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Tarrant County Human Resources
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