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Job No: 08-057

The Election Center

national association of election and voter registration officials

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FORT BEND COUNTY
DEPARTMENT: ELECTIONS/VOTER REGISTRATION
JOB TITLE: ELECTIONS ADMINISTRATOR

JOB SUMMARY:

Directs the conduct of elections and voter registration within Fort Bend County to ensure efficient and effective procedures in accordance with federal, state and county legal requirements. Participates in planning of programs, policies or objectives for own work group and department.

DUTIES & RESPONSIBILITIES:

Provides overall administration of elections and voter registration within local, state and federal mandates. Prepares and administers elections services contracts. Provides election services by contract to other political subdivisions. Identifies impact of issues and decisions on overall election process. Conducts or directs training of early voting and election day personnel. Researches and analyzes complex issues. Identifies impact of issues and decision on overall election process. Directs personnel and manages activities of the department. Maintains liaison with Commissioners Court. Develops short and long term objectives for department. Prepares departmental budget; monitors expenditures; approves equipment purchases. Establishes standards and/or priorities; ensures established standards are met by others. Assigns duties, plans work of others and acts on employee problems. Approves selection of new employees, employee transfers/promotions, disciplining/discharging and salary increases. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

REQUIREMENTS:

Bachelor's Degree. (Associates degree with 7 years of job related experience or HS Diploma and 10 years of job related experience.) Five (5) years of job related experience. Extensive computer experience in word processing, spreadsheet and graphics. Excellent written and verbal communication, management, supervisory and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees, and elected officials. Expert knowledge of concepts, practices, and procedures of department and related functional areas is expected.

SPECIAL REQUIREMENTS:

To be eligible for appointment, employee must be a qualified voter of the state (Election Code Section 31.034). May not be a candidate for public office, hold a public office, or hold an office or position in a political party (Election Code Section 31.035). See Election Code.

STARTING SALARY RANGE: Grade 15, \$ 2,951.00 - \$ 3,472.00 biweekly based on qualifications.

CLOSING DATE: Upon filling position

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR NATIONAL ORIGIN.

DISCLOSURE: OBTAINING AN INVESTIGATIVE CONSUMER REPORT PURSUANT TO 15 U.S.C. 1681d (a) As part of its employment application process, Fort Bend County, may obtain an investigative consumer report for employment purposes. This may include information as to your character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures from Fort Bend County under the Fair Credit Reporting Act. Upon your written request, made within a reasonable time, Fort Bend County will send you information regarding the nature and scope of investigation within five days of receiving your written request. You may have additional rights under federal law, as summarized in the enclosed notice. This disclosure is made pursuant to the Fair Credit Reporting Act, 15 U.S.C. §1681d (a).