

The Election Center

national association of election and voter registration officials

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Natalie E. Tennant **West Virginia Secretary of State** **POSITION DESCRIPTION**

Position Title: HAVA Coordinator

Department: Elections

Reports To: Manager - Elections

Location: Charleston, WV

Salary Range: \$30,000 - \$40,000

POSITION PURPOSE:

The purpose of this position is to enter, track and maintain all records relating to the HAVA program, ensure compliance with federal law, and to assist the election division in day-to-day activities. This individual would be responsible for learning the provisions of the Help America Vote Act of 2002 and all revisions as well as an overview of the WV Code, and be able to effectively answer questions from the public, other staff, county clerks, legislators, and the Election Assistance Commission. This position will involve numerous writing and administrative tasks to be performed on a daily basis.

EXAMPLES OF DUTIES:

Essential Functions

The functions described below not limited to:

- Prepare and process loan documents for county voting equipment loans;
- Maintain loan processing program for county voting equipment loans;
- Maintain schedule of HAVA expenditures used to complete Standard Form 425 for submission to the U.S. Election Assistance Commission;
- Prepare and maintain a budget for the HAVA program
- Communicate with counties regarding maintenance/repairs of voting equipment;
- Prepare and process HAVA ADA Precinct Upgrade Grant requests
- Maintenance and editing of HAVA State Plan
- Compiling and maintaining all necessary information for the requesting and receipt of HAVA appropriations
- Maintain all files and financial documents relating to Maintenance of Effort
- Maintain records of program income including voter registration list sales and leasing of voting equipment
- Maintain records of salary and benefits paid by HAVA as well as all necessary time sheets and certification required by the Federal government
- Track and maintain records of equipment inventory statewide
- Ensure all expenditures comply with Federal law
- Assist with creation of pamphlets, manuals and other election training material for distribution to county clerk offices and the public;

- Assist customers and, if necessary, direct them to appropriate Elections Division staff for assistance.
- Prepare mailings and correspondence.
- Maintain supply and request logs.
- Maintain records on mailings, guides and other division materials.
- Assist division with day-to-day functions, as needed.
- Assist division with projects, as needed.
- Participate as a representative to the USEAC Standards Board (*requires minimal overnight travel*)

OTHER

Regular attendance and impeccable record keeping skills are essential qualities.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Excellent knowledge of West Virginia election code and laws.
- Knowledge of HAVA and Federal grant program maintenance
- Must have problem solving skills.
- Must have excellent verbal and written communication skills.
- Must be comfortable in a public speaking and a busy customer environment.
- Ability to remain informed on state-of-the-art developments in election law.
- Ability to assist in the field during Election Day and work over scheduled Holiday's etc. during busy election seasons.
- Must have a clear understanding of Microsoft Office with very strong skills in Microsoft Access, Microsoft Excel and NoteSmith

QUALIFICATION STANDARDS

College Degree preferred but equivalent experience may be acceptable.

- Previous communication related experience that highlights the interaction with the public.
- Must be able to carry equipment and materials. (No more than 50 pounds)