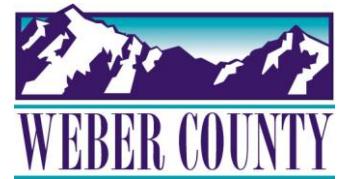


“Public confidence in the elective process is the foundation of public confidence in government.”

~ Lyndon B. Johnson



Job Title: **Elections Director**

Nestled next to the Rocky Mountains 45 minutes north of Salt Lake City, and 25 minutes from world-class skiing, hiking, rock climbing, camping, and boating, Weber County (pop. 240,000) is seeking a professional, team-oriented Elections Director who is always seeking to improve. You will become part of a dynamic, close-knit team whose focus is customer service, continuous improvement, and enjoying what they do at work.

For more information or to apply, click [HERE](#). You won't regret it!

Job Summary: Under the general supervision of the County Clerk/Auditor, directs the Elections Division, including voter registration and service, electronic voting system, candidate services, voter education, and elections process in Weber County. The Elections Director will strive to ensure the integrity of the elections process, accessibility during voting, efficiency, while ensuring that every vote is properly counted.

Perpetuates the mission of the Weber County Elections Division:

We will strive to ensure

- Accessibility to Voting, Information and Election Services.
- Efficiency within the Voting Process ~ Both Cost and Function.
- Accuracy in Counting Your Vote and Providing Information Resources.

Your right to vote is embodied in our commitment to continuous improvement

Example of Duties: Assigns, supervises, and monitors the work of elections staff; ensures staff are properly trained. Interviews and hires elections personnel. Conducts annual performance evaluations in compliance with County policies, procedures, and practices.

Coordinates Election Day activities and work flow with election staff and poll workers. Oversees recruitment of poll workers and ensures poll workers are properly trained on voting procedures and on operating voting equipment.

Prepares and submits the Elections Department's budget; monitors and approves expenditures. Prepares and submits grants for state and federal funds.

Manages Weber County Primary, General and other required elections; coordinates municipal election process with Weber County cities and Special Districts, and provides assistance in carrying out election responsibilities. Ensures compliance with all state and federal elections laws.

Interprets, clarifies, and explains County policies and procedures and related state and federal laws and regulations.

Writes, updates, and implements policies and procedures for the Weber County elections process. Ensures office policies and procedures relating to voter registration and election process are in compliance with federal and state code.

Responsible for reviewing and approving ballot text and format.

Reviews population growth and makes recommendations for precinct boundary lines and polling locations. Arranges for polling locations and voting areas with each site; physically inspect each location to ensure adequacy for equipment set-up and for voter accessibility.

Prepares correspondence to poll workers, candidates, State Elections office, political parties, polling locations, voters, etc. Develops poll worker training curriculum. Provides election education training materials; coordinates and conducts training for Registration Agents and Elections Judges in compliance with Utah Code.

Oversees and maintains electronic voting system in Weber County; evaluates systems on a regular basis to identify problems and makes recommendations for improvements. Develops and updates procedures for storing, testing, and transporting voting equipment. Maintains inventory of voting equipment; ensures proper storage (humidity, temperature, etc.). Ensures pre-and post-election testing of voting machines to ensure machines function properly. Coordinates programming needs with the Information Technology and GIS department(s).

Monitors the elections supplies inventory. Compiles data and prepares reports identifying elections supplies needed for each voting district. Responsible for ordering and receiving elections supplies. Works closely with designated vendors when ordering election related supplies and inventory ensuring accuracy, compliance with Utah Code, county purchasing policies, and cost-effective strategies that consider both cost and quality.

Responsible for organizing and storing elections supplies and equipment (voting machines, ballots, ballot boxes, etc.). Responsible for the distribution and retrieval of voting supplies and equipment (voting machines, ballot boxes, elections ballots, etc.) to/from appropriate locations.

Represents the Clerk/Auditor at various meetings on matters pertaining to elections services.

Prepares and publishes public election notices. Responds to public concerns and issues regarding polling locations.

Oversees the processing of voter registration forms, voter data requests, Certificate of Election, and other materials and ensures accuracy and completeness; makes additions and resolves discrepancies.

Operates computer hardware and applicable software, and/or modern office equipment (fax, multi-line telephone, calculator, computer, copier, scanner, and printer).

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from a college or university with a bachelor's degree in political science, public administration, business management or administration, or a related field plus four (4) years of full-time employment performing related duties, two (2) years of which must have included progressively responsible administrative and supervisory duties; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Preference given for Certified Election Registration Administrator (CERA) certification. Non-certified incumbents may be required to obtain CERA certification within three (5) years of hire date.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah Driver License.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: State and federal election laws, codes, and regulations; philosophy of elections, democratic principles, governmental structure, concepts of representative government; continuous improvement principles, customer service best practices; sequence of election events; Weber County election voting precincts; motor vehicle laws as they pertain to voter registration; voting machine storage and maintenance; general office procedures.

Working knowledge of: budget concepts, preparation, and management; supervisory principles and practices; relevant computer applications; marriage license and passport processes; County Policies and Procedures.

Skill in: typing, operating modern office equipment, necessary computer hardware and software, reading maps to identify voting districts.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: communicate (verbally and written) in a positive, professional manner; promote and exemplify teamwork; effectively understand, interpret, and apply knowledge of state and federal election laws, codes, and regulations; act independently in varied circumstances; perform effectively in stressful situations; plan, organize, and prioritize time and workload to accomplish tasks and meet deadlines; exercise initiative, discretion, and sound judgment in making decisions; work a flexible schedule to accommodate elections; read maps; perform complex and detailed clerical duties; communicate effectively (orally and in writing); follow complex written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, other agencies, and the general public.

Starting Salary: \$25.53/hour, FSLA Exempt plus a competitive benefits package