



TARRANT COUNTY

Department of Human Resources
100 E. Weatherford Suite 301,
Fort Worth, TX 76196-0105
<http://www.tarrantcounty.com>

Position Title: ASSISTANT ELECTIONS ADMINISTRATOR, Elections Board
Department: Elections Board

An Equal Opportunity Employer

SALARY

\$3,331.08 - \$3,664.19 Biweekly \$86,608.08 - \$95,268.94 Annually

ISSUE DATE: 10/08/18

FINAL FILING DATE: Continuous

THE POSITION

- Identify and coordinate the duties and functions of the Voter Registrar and elections management for the County.
- Perform duties and make decisions within range of authority in the absence of the Elections Administrator.
- Provide executive tactical direction in the operation of the unit's functional duties by managing work assignments, overseeing the delivery of services, resources provided, and budgets required; ensuring the training, evaluation and personal development of employees; handling difficult problems; managing the development, implementation, and oversight of applicable unit products/services; monitoring resources; and ensuring compliance with policies and laws.

Posting may close at any time.

Why do people want to live in Tarrant County?

Tarrant County is an urban county located in the north central part of Texas. Fort Worth serves as the county seat to a county population of approximately 1.8 million citizens. Tarrant County is a member of the [North Central Texas Council of Governments](#).

Today much of the flavor and attitudes that are the history of Tarrant County live on. The frontier has changed, but not the pioneering spirit. Tarrant County is now home to a diverse spectrum of businesses and lifestyles. Cattle and agriculture, as well as aerospace companies and defense contractors, play a major role in the economic foundation of the County. Tarrant County's western heritage sits side by side with its internationally renowned Cultural District.

With such a diverse mix of styles, there is never a lack of things to do and see. We hope you will take the time to enjoy our heritage and join us in our pioneering spirit. Tarrant County has changed dramatically over the past few years. Once dependent on defense plants and its military base, Tarrant County's economy has been transformed into one of the most vibrant and diverse in the nation and is leading the regional resurgence in business relocations and expansions, retail development and new housing construction. Once tied to the oil rigs and cattle ranches of west Texas, Tarrant County's businesses today reach around the globe and the

County's commercial and industrial airports are among the country's foremost international gateways.

Tarrant County employees enjoy superior health and insurance benefits.
For more information, please click on the link below:

<http://www.tarrantcounty.com/en/human-resources/employee-benefits.html>

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates the duties and functions of the Voter Registrar and Elections management for the County.
2. Develops the annual department budget.
3. Directly responsible for the management of work group employees.
4. Conducts management analyses or problem solving of issues affecting the department. Assesses the effectiveness of service delivery methods, identifying opportunities for improving service and implementing 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. Attends various committee meetings and may represent the County on local boards.
9. 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.
10. Supervises personnel matters including disciplinary actions and resolving departmental employee disputes.
11. Acts as a resource for staff questions regarding customer, client or citizen issues, policies, etc.
12. 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.
13. Maintains knowledge of skills, processes and best practices in the area of responsibility.
14. 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 + Four (4) full-time years of management or supervisory experience of a government or public-facing department**
OR

TO APPLY, must have an **Associate's degree + Six (6) full-time years of management or supervisory experience of a government or public-facing department.**

TO APPLY, must have **valid and current driver license.**

Elections experience preferred.

Project management experience is a plus.

Very good oral and written communication/presentation skills with the ability to articulate information and concepts and influence other people such as co-workers or in internal/external groups or organizations.

Spreadsheet and/or word processing software knowledge and appropriate utilization experience preferred with either specialized programs or general applications such as Microsoft Office.

Advanced interpersonal, training, negotiation, conflict resolution, and leadership skills.

In accordance with Election Code Section 12.006(e), applicants are not required to be a registered voter, but must meet the requirements to be a qualified voter as follows: *a person who is 18 years of age or older; is a United States citizen; has not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; has not been finally convicted of a felony or, if so convicted, has either fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or been pardoned or otherwise released from the resulting disability to vote; and is a resident of Texas.*

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 seven 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.tarrantcounty.com>

OR

100 E. Weatherford Suite 301,
Fort Worth, TX 76196-0105

EXAM #05966
ASSISTANT ELECTIONS ADMINISTRATOR, ELECTIONS BOARD
SG

ASSISTANT ELECTIONS ADMINISTRATOR, Elections Board Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree or higher + Four (4) full-time years of management or supervisory experience of a government or public-facing department?
 Yes No

- * 2. Do you have an Associate's degree + Six (6) years of management or supervisory experience of a government or public-facing department?
 Yes No

- * 3. Do you have a valid and current driver license?
 Yes No

- * 4. Please describe for us a time when you had the responsibility of supervising the work of employees/managers and conducting their performance evaluations in a professional work environment. What were your strengths and weaknesses in performing the job? In retrospect, what, if anything, did you learn from that experience?

- * 5. Do you have experience in managing a budget? Please provide details.

- * 6. Have you ever used strategic thinking and your planning skills to bring about a change in the way your organization conducted business? If so, provide details about such a time when you anticipated the future and made changes to current responsibilities/operations to meet future needs.

- * 7. Tell us about a recent successful experience you had in making a speech or presentation. How did you prepare? What obstacles did you face? How did you handle them?

- * 8. What approach do you take in communicating with people at work? What is your customer service philosophy, both internal and external?

- * 9. Why are you interested in this lead position at Tarrant County Elections?

- * Required Question