

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Elections Administrator Asst

JOB CODE: 20000303
PAY GRADE: 27

FLSA STATUS: Exempt
LAST REVISED: 10/01/15

JOB SUMMARY:

Assists the Division Manager in strategic planning that establishes goals and objectives for the division. Oversees the daily operational activities of a divisional area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Management job family. Incumbents in this classification develop and implement phases of election process. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the day-to-day functions of the division, including personnel, information systems, facilities, resources planning, strategic planning and records management. Assists the Division Manager with planning, coordinating, administering and evaluating operations, staff and functions of the division.
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes, and schedules assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Interprets and implements policies and procedures to achieve the objectives of the division. Provides input for developing new strategies. Serves as primary support to the Division Manager in planning, developing, and organizing division programs.
- Manages the timely implementation of all activities contributing to elections operations. Works with information systems staff in support of the division's systems needs, programming and hardware support.
- Monitors Federal, State and Local laws to ensure programs are in compliance. Oversees the review and analysis of Local, State and Federal legislation in election laws. Implements operational changes, as required.
- Oversees the implementation and monitors the progress of voter outreach programs held for various citizen groups within the community. Ensures that accurate information is disseminated to all public entities including the press.
- Evaluates projects and programs. Monitors issues and reviews strategies for future project and program planning requirements.
- Assists in the development of annual budget. Monitors costs that pertain to each election and prepares cost analysis and billing, as required. Assists in the management of internal monitoring, evaluation, quality control and performance analysis of division programs. Prepares regular and ad hoc statistical analysis and reporting of information. Maintains and ensures proper inventory control and security of all equipment and materials, including electronic voting system.
- Interacts and serves as liaison for the department with community representatives, committees, legislature, County offices, governmental agencies, other departments, and outside agencies and constituencies to facilitate project and program issues, goals, objectives and implementation. Responds to difficult inquires and complaints.
- Attends and participates in meetings with other departments and agencies. Attends professional association meetings and serves on related committees and boards. Represents department at meetings and in dealing with the public, public officials and other public agencies. Makes presentations. Acts as liaison to other municipalities, counties and other public agencies.
- Performs other job-related duties as assigned.

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MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field AND four (4) years of increasingly responsible elections program or project management experience, including three (3) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Master's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field.

Elections and handling deadline oriented projects experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State, Local and City election laws, ordinances, rules, regulations, guidelines and legislative processes.
- Strategic planning and production-related project management.
- Management of automated voting systems and information system hardware and software applications.
- Management and supervisory principles, practices and techniques.
- Practices in record-keeping functions.
- Standard practices in area of assignment.
- Supervisory principles, practices and techniques.
- Online computer searches.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication, including presentations.

Ability to:

- Coordinate a variety on inter-related areas of election preparation.
- Train, guide, organize and assign the work of others.
- Conduct training presentations to large groups.
- Plan, coordinate, monitor and negotiate arrangements and evaluate complex projects.
- Develop, analyze and interpret policies and procedures, public information statements, and operational plans or activities.
- Understand and interpret election laws, ordinances, rules and regulations.
- Plan and manage elections and election-related processes.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.

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MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Work independently.
- Develop, analyze and interpret complex policies, regulations and procedures.
- Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, and occasional indoor/outdoor activities carrying and lifting of moderately heavy equipment, boxes to perform the essential functions.

<p>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</p>
