

**Job Title:** ELECTIONS CHIEF

**Closing Date/Time:** Thu. 01/10/19 11:59 PM Eastern Time

**Salary:** \$73,131.00 - \$109,696.00 Annually

**Job Type:** FULL-TIME

**Location:** VARIOUS LOCATIONS IN FULTON COUNTY, Georgia

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**Benefits**

**Supplemental Questions**

**\*UNCLASSIFIED POSITION LOCATED WITHIN REGISTRATION AND ELECTIONS\***

**Minimum Qualifications:**

Bachelor's Degree in business or public administration, political science, or a related field required; supplemented by five (5) years of elections experience including progressively responsible experience in staff supervision and planning and implementing registration and/or elections activities; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

**Specific Knowledge, Skills, or Abilities:** Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

**Examination:**

**The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.**

**ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. WE DO NOT ACCEPT ADDITIONAL INFORMATION AFTER APPLICATIONS ARE RECEIVED BY THE DEPARTMENT OF HUMAN RESOURCES MANAGEMENT.**

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**Purpose of Classification:**

The purpose of this classification is to plan, coordinate, and execute departmental operations and activities required to conduct national, state, county, and municipal elections. Responsibilities include managing assigned staff, developing and administering assigned divisional budget, and ensuring adequate equipment and resources are available to conduct elections. This classification is distinguished from Deputy Elections Chief in that this class manages voting activities governing national, state, county, and municipal elections and manages assigned staff, whereas the latter supervises and trains poll workers and conducts fact-finding inquiries to resolve election issues.

**Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Plans and implements departmental operations and activities required to conduct national, state, county, and municipal elections: tracks, monitors and reports on status of preparatory tasks leading up to elections; presents monthly operations report to the Board of Registration and Elections; and presents election division reports to Fulton County Governing Authorities.

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; establishes workloads and prioritizes work assignments; monitors deadlines; compiles and reviews timesheets; approves leave/vacations; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; acts as a liaison between employees and management; develops, interprets and trains staff in operations, policies, and procedures; performs training, coaching, performance counseling, and mentoring of staff; and reviews additional training enrollment, participation and attendance.

Plans, coordinates, and reviews divisional functions and programs with assigned staff and other agencies: performs planning and coordination with Registration and Administrative Divisions; and coordinates matters of voter registration, district combinations, early voting; budget execution, personnel requisition, temporary hire start and end dates, termination letters, personnel in processing, poll locations, supplemental lists and electors lists, etc.

Provides assistance and guidance to political subdivisions of Fulton County: provides assistance and information to county political subdivision staff related to statutory deadlines, Georgia Election Code and Rules of the State Election Board; coordinates with and responds to municipalities on matters of critical timelines for office and candidate data, early voting procedures, voter review panel nominations, candidate qualifications, recall procedures, petition circulation, referendums, call for elections, etc.

Determines, establishes and coordinates personnel and equipment resources: reviews historical voter turnout data; determines and forecasts personnel and equipment resources required to support a similar type election; prepares and submits job descriptions and associated documentation for personnel recruitment actions; develops specifications and seeks/coordinates with vendors to obtain written price quotations for equipment or services desired; reviews and approves supply and equipment requisitions; and performs joint surveys of facilities under consideration as polling places.

Coordinates technical, security and logistics services in support of elections with county departments: participates in weekly IT Coordination meetings; coordinates mock election testing; coordinates matters and issues of logistics and services for polling facilities and check-in centers with Facilities Transportation and Services (FTS); and coordinates matters of traffic control and security with county and municipal public safety officials.

Compiles data and submits various reports on divisional and elections activities.

Oversees division planning and accomplishment of established goals and objectives: evaluates policies and procedures and develops long and short-term goals; develops and implements new policies and procedures; ensures that divisional goals and objectives are met; and tracks and implements new legislation and prepares special reports on legislative mandates governing elections processes.

Develops, defends, and administers Election division budget; makes recommendations; approves or denies specific expenditures; monitors expenditures against approved budget; makes adjustments as necessary.

Provides information on elections to the media and the general public: makes presentations to outside organizations and agencies.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to registration and elections processes; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends workshops and training sessions.

**Additional Functions:**

Performs duties of the Director, Registration and Elections in his/her absence as required. Performs other related duties as required.

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**Performance Aptitudes:**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning**: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

**Other Requirements:**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

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It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, genetics, disability or sexual orientation.