



# Ada County *Human Resources*



## Ada County Job Description

### **Elections Division Director**

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**SALARY: \$70,000 - \$80,000/year (DOE)**

**OPENING DATE: 01/15/2019**

**CLOSING DATE: 02/15/2019 11:59pm**

**TO APPLY:** <https://www.governmentjobs.com/careers/adacounty/jobs/2322666/elections-division-director>

#### **GENERAL SUMMARY**

Collaborates with the Clerk of the District and Chief Deputy to plan, oversee, and administer elections for over 200,000 registered voters across 150 precincts. The Elections Director is responsible for ensuring all of the necessary resources are acquired and in place, poll workers are well prepared, and that Ada County's elections are conducted in an accurate, efficient, and transparent manner that leaves Ada County voters with the upmost confidence in the elections process.

#### **DISTINGUISHING FEATURES OF THE CLASS**

The Elections Director is expected to exercise independent judgment and discretion, under the general direction of the Clerk of the District Court & Chief Deputy, to manage the administration of all federal, state, county and local district elections. The Director is responsible for planning, designing, and carrying out programs, projects, studies or other work related to election administration within Ada County.

#### **ESSENTIAL FUNCTIONS**

- Plans, develops, implements, coordinates, and directs the activities of the Elections Division, including registration, candidate filings, all forms of voting, ballot programing and testing, and voter outreach efforts;
- Drafts division's long and short term strategic goals for presentation and adoption to Clerk of the District Court;
- Supervises personnel, assigns work, reviews and evaluates performance, counsels employees regarding programs, policies and procedures, resolves employee complaints, takes disciplinary action, interviews and hires employees, sets priorities, coordinates schedules and tracks time;
- Works with voters, political parties, candidates, political jurisdictions, media, county departments and other entities;
- Makes recommendations to the Clerk of the District Court regarding strategic goals, initiatives, and innovative best practices;
- Monitors and participates in the Idaho legislative process regarding elections, including drafting needed legislation;
- Consults and coordinates with legal staff of the Prosecuting Attorney's Office on legal issues;
- Establishes and implements divisional policies and procedures;
- Develops and presents to the Clerk of the District Court a proposed budget;
- Monitors and analyzes approved budget and budgetary expenditures, accounts receivable and payable with regular updates to the Clerk of the District Court;
- Represents Ada County at conferences and workshops, and serves on community advisory committees, as requested;
- Negotiates contracts with election providers;
- Reads and interprets federal election laws, the Idaho constitution and statutes, Idaho Secretary of State directives, county resolutions, and ordinances to ensure division compliance;
- Responsible for maintenance of divisional records in accordance with records retention schedules;
- Answers public inquiries according to established departmental policy and Idaho law governing elections.



## **ADDITIONAL FUNCTIONS**

- Performs other related functions as required.

## **JOB REQUIREMENTS**

- Bachelor's degree in management, government, public administration or related field, or an equivalent combination of education and experience;
- Prior management or event planning experience;
- Elections administration experience preferred;
- Knowledge of government policies, practices and procedures typically gained by successful, progressive, and responsible experience in local, state, or federal government and supervisory/management experience;
- Knowledge of and experience in management and the utilization of supervision principles, concepts and techniques;
- Knowledge of the budgeting process;
- Knowledge of policy formulation, implementation, and evaluation;
- Strong leadership skills including negotiation, communication both within and outside of the division, change management and process reengineering;
- Ability to organize and direct the activities of the Ada County Elections Division;
- Ability to establish effective policies and procedures;
- Ability to make formal presentations and present information clearly and concisely verbally and in writing;
- Ability to interpret laws, regulations, policies, procedures, and plans, and to make appropriate decisions accordingly;
- Ability to exercise tact and courtesy;
- Ability to work under pressure and adapt to rapidly changing circumstances;
- Ability to learn specialized elections computer systems;
- Ability to establish and maintain effective working relationships with county, city, state, federal, non-profit, private, and other related officials.

## **OTHER REQUIREMENTS**

- Employee must be deputized to make work actions effective;
- Must possess a valid driver's license;
- Ada County Elections staff furnishes their own transportation for conducting county business when necessary.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires ability to lift 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks;
- The incumbent is required to work long hours leading up to and on Election Day, sometimes all day and all night.

## **DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.