

Elections Manager

Recruitment # 21009-1

JOB CODE: 755
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: County Clerk
SUPERVISOR: Chief Deputy Clerk

OPENING DATE: July 20, 2020
CLOSING DATE: August 3, 2020 11:59 P.M. MST

SALARY RANGE: \$26.07 to \$38.43/hr.

For more information and to apply visit: <https://www.losalamosnm.us/>

Position Summary: Under general supervision of the Chief Deputy Clerk, prepares for and conducts all elections for Los Alamos County, maintains all voter registration records, and assures that all elections activities are conducted in compliance with federal and state statutes, and county codes. Plans, organizes and manages staff and operations of the County Clerk's Office for Election related duties. Plans and supervises local and state mandated elections and assures compliance with federal and state statutes and county policies. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Essential Duties and Responsibilities:

- Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Assists in developing budgets, evaluates the need for and recommend additional equipment, resources and personnel. Reviews and controls expenditures in accordance with approved budget; monitors work of contractors/vendors; reviews material and labor costs, maintains all election invoices and orders supplies.
- Reviews and make recommendations for improvement in the election process.
- Responsible for planning, organizing, coordinating and directing the activities of an election cycle.
- Responsible for developing and making revisions to forms, schedules, policies, procedures and guidelines to be observed during the preparation and conduct of elections.
- Determines data processing, programming needs, ballot design, ballot content/composition and

- Ensures the development and implementation of automated programs necessary for the efficient conduct of elections and related functions with the NM Secretary of State, voting machine and ballot on demand vendors.
- Assure that voting machine technicians are trained in the programming and maintenance of
- The various types of voting machines used by the County. Coordinate an on-going maintenance program of all machines.
- Promotes public understanding and participation in elections through presentations to public and representative community groups and through news releases to the media.
- Responsible for coordinating, scheduling and reserving information technology access, facility reservations, facility safety, building operations/maintenance and such activities with other department/divisions.
- Responsible for the purchase and distribution of election supplies and equipment prescribed by the State Election Code and other legislative mandates. Maintain a perpetual inventory of all election supplies, voting machines, parts and accessories.
- Responsible for the transportation of voting machines to and from voting places, to include damage control; responsible for warehouse security.
- Responsible for preparing and publishing election proclamations as prescribed by the State Election Code.
- Responsible for accepting and reviewing candidates filing, fees and/or petitions and declaration forms to determine qualification for election and ballot placement prescribed by the State Election Code.
- Responsible for the programming testing, sealing, logic and accuracy and certifying of all voting systems used for absentee, early and Election Day voting.
- Responsible for logic and accuracy associated with ballot testing and security.
- Designates voting precincts and polling locations for all elections and coordinates redistricting with the Secretary of State, and school districts.
- Responsible for polling locations and ensure election personnel are sufficient in number and well trained.
- Supervise and direct personnel engaged in the election process and ensure adherence to internal policies and procedures as well as regulatory compliance issues. Evaluate, train and discipline personnel.
- Establishes work priorities for the personnel engaged in coordinating elections, the proper conducting of elections, and the establishment of new or redistricted precincts during an election cycle.
- Interviews, trains, supervises and evaluates work performance of election workers.
- Responsible for ensuring election officials payroll is processed.
- Responsible for training Third Party Registrar Agents as prescribed by the State Election Code.
- Plans, designs, develops, and delivers individual and/or group training and instructional programs using instructor-led, electronic/web-based, and or/multimedia training methods and formats for election official duties, early voting, absentee voting, election day voting, troubleshooting, student clerk program and other such related election and voter registration processes.
- Manages daily operations of the elections area including establishing work priorities, which involves the organization of personnel, equipment and materials, and assists in resolving problems related to the day-to-day operations.
- Responsible for the preparation of lists of registered voters, absentee voters, election officials, polling places, and voter signature rosters. Responsible for the maintenance of the street index of the State Elections, Registration and Voting Integrity System to determine voter precincts.
- Oversees responses to inquiries from the public on voter registration, absentee and early voting, and other election information.
- Troubleshoots issues during early voting and on Election Day.
- Prepares lists and labels for political parties and candidates. Prepares monthly report of voters, creates certified voter lists for Secretary of State and political parties in the county.

- Registers voters, processes and maintains voter registration files, enters data on the State Elections, Registration and Voting Integrity System reflecting all new, changed and deleted registrations; issues voter information cards in compliance with the State Election Code.
- Processes and maintains felon, vital, transfer voters, and rejected voter registrations through State Elections, Registration and Voting Integrity System in compliance with the State Election Code.
- Reconciles the elections results for the Canvass Committee, the County Council and the Secretary of State.
- Develops and maintains in-depth, step-by-step procedural Poll Worker manual for each type of election.
- Appears before the Canvass Committee; may appear before the County Council, citizen groups, and the media to explain election results, procedures and related matters.
- Reviews and keeps abreast of all federal and state election laws.
- Responsible for preparing and creating press releases, newspaper ads (print and electronic), digital media art ads and coordinates for public dissemination in newspapers, website and social media platforms.
- Responsible for developing and coordinating election schedules, conduct of elections with other governmental agencies, schools, universities.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Provides support to the Chief Deputy Clerk, and acts in that capacity, as needed.
- Prepares and submits publications related to elections, ordinances, resolutions, and other legal notices relative to the duties of the County Clerk's office.
- Posts public hearing notices for ordinances and resolutions to the County Clerk's web page.
- Attends council meetings, transcribes and edits minutes for content and clarification as required.
- Enters data into legislative management computer system.
- Repairs and maintains machines in good working condition.
- Identifies, recommends, and implements business system/process changes required as a result of new legislative enactments.
- Responsible for maintaining the clerk/elections webpages with up-to-date information related to all aspects of the current election cycle and clerk's office.
- Coordinates the oath of office ceremony, with assistance from the County Manager's Office, for newly elected officials.
- Develops and maintains State Elections, Registration and Voting Integrity System to assure compliance with State and Federal mandates governing voters' rights and responsibilities.
- Assists with overseeing and recording official documents; ordinances, resolutions, code ordinances and liquor licenses in accordance with State Statutes and the Charter; assists in maintaining official files and plats.
- Provides administrative support for Probate Judge, including scheduling, docketing, and reporting to District Court.
- Serves as front line communicator on information and data requests.
- Assists with overseeing and provides issuance, recording, and indexing of marriage licenses as permanent records.
- Assists with overseeing and performing real estate recording and official documents.
- Verifies that documents are legally recordable, that fees are appropriate, and that instruments meet all state specifications.
- Collects fees for services provided to businesses and the public; receives, balances and deposits cash; review fee levels and revises to cover costs of services and to assure consistency with state statutes.
- Researches documents and statutes for the public and county officials.
- May participate and/or serve on county and statewide committees and task forces.
- Responsible for the proper retention and disposition of the Clerk's Office public records.

- Develops budgets, evaluates the need for and recommend additional equipment, resources and personnel. Reviews and controls expenditures in accordance with approved budget; monitors work of contractors/vendors; reviews material and labor costs, maintains all invoices.
- Monitors and reviews legislative changes and recommends changes in policies and procedures to assure compliance.
- Attend legislative sessions and serve as expert witness on both floors and committee meetings.
- Complies with the Inspection of Public Records Act and Open Meetings Act.
- Responsible department liaison for the Inspection of Public Records Act relative to elections and serves as back-up to the Chief Deputy Clerk in other records in the Clerk's Office.
- Assists with overseeing and assisting the public in researching official documents.
- Reviews, issues and accepts initiative referendum and other petitions for filing and verifying signatures in accordance with County Charter and as prescribed by the State Election Code.
- Oversees and performs public relations and customer service duties.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Associates Degree from an accredited college or university in Business, Communication, Political Science, Public Administration or related field, or equivalent combination of education and related work experience.
- Four years of experience in a government office environment to include two years record-keeping and data management responsibilities or election administration support.
- One year supervisory or lead experience across all years of job related experience.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Registered voter in New Mexico.
- Must possess or obtain certification as an Election Technician by the Secretary of State's Office within one year of employment or before the first primary or general election and maintain thereafter.
- Successful completion of the county's pre-employment physical prior to commencing work.
- Must successfully complete a thorough background investigation.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Business, Communication, Political Science, Public Administration or related field.
- Certified Public Supervisor program certificate.
- Certified County Clerk program certificate.
- Certified Public Official program certificate.
- Ability to read, write and speak the Spanish language.
- Familiar with or knowledge of county, state, and national election laws.

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